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**GUIDE TO PROMOTION  
FOR OFFICERS  
IN SUBJECT (a) (i).  
(REGIMENTAL DUTIES).**

BY

**MAJOR R. F. LEGGE,**

The Prince of Wales's Leinster Regiment.

AUTHOR OF

*"Mainly about Shooting,"*

*"Auxiliary Officers' Handbook,"*

*"Military Sketching & Map Reading for N.C.O.'s  
and Men,"*

*"Magnetic Compass Sheet,"*      *"Scout's Alphabet, etc."*

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**THIRD EDITION.—REVISED TO DATE.**

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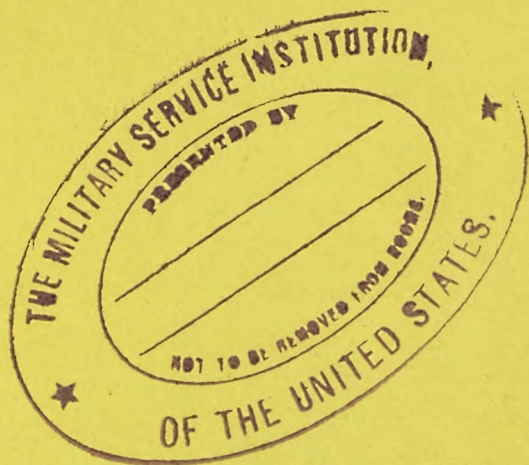
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**GUIDE TO PROMOTION FOR  
OFFICERS IN SUBJECT (a) (i)  
(REGIMENTAL DUTIES).**



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"Captain Legge has collated all the authorities bearing on these subjects in a concise and valuable handbook, which will not only assist candidates for the examination, but will prove of the utmost service for future reference."—*The Tribune*.

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"This book may be recommended to students of Subject (a) (i) with entire confidence. Captain Legge has already proved himself a thoroughly competent writer of instructional works and in the present case he has done all and more than might have been expected of him."—*United Service Gazette*.

---

"This book will be found to contain a great body of useful information put in a clear and comprehensible form for the guidance of officers preparing for Subject (a) (i). The whole of the requirements are covered, and officers who carefully read the book will be carried a long distance on the road to success."—*Army & Navy Gazette*.

---

"The official literature a young officer would have to wade through for this examination would embrace a well-found library. In Captain Legge's 'Guide to Promotion,' all the necessary information has been boiled down to reasonable proportions and the result is excellent, being both comprehensive and comprehensible."—*Pall Mall Gazette*.

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"It is well up to date and might be found very useful as a guide for young officers on joining the service."—*Cavalry Journal*.



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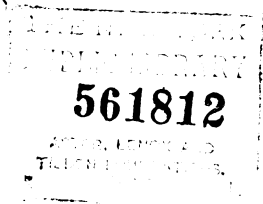
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## PREFACE.

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In compiling this work, the main idea has been, not only to put together in a handy form a mass of information embodying practically all that officers are required to be cognisant of when dealing with or preparing for Subject (A) for promotion, but also to render it in such a manner as to be easily retained in the memory.

Great care has been taken to have all the matter contained in the book as thoroughly up to date as possible, and in accordance with the most recent amendments to the latest Text Books and Regulations.

When possible, specimen copies of books, or extracts from books, and of returns, in general use by officers of Squadrons, Batteries and Companies, have been given, compiled (imaginarily) according to the methods required by regulation.

A number of questions have been given at the end of each chapter, which practically embrace the whole subject; these questions have been based on those set by Boards of Examination in this particular subject. The syllabus in the King's Regulations has been carefully adhered to.

It was also thought that the information contained in these pages might form a useful guide to young officers on joining the Service, giving as it does all that most intimately concerns them, outside musketry, drill and field training, besides assisting them as to where to look in the Regulations for the absolute details of the matters dealt with.

R. F. LEGGE, *Captain,*  
*Adjutant 2nd V.B. L.N. Lancs. Regt.*

BOLTON,  
*January, 1908.*

## PREFACE TO SECOND EDITION.

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It is gratifying to me to find that a second edition of my "Guide to Promotion for Officers in Subject 'A'" is already required, and also to find that the work is now in greater demand than ever.

The present edition has been corrected in accordance with the latest official text books and regulations, and where it has been found necessary, certain additions have been made. However, my idea has been to *condense* and present only that which is essential to success at the examination, and I trust the result will be found of some benefit to those who are taking up this particular subject for promotion.

R. F. LEGGE, *Captain,*  
*Leinster Regiment.*

ALDERSHOT,  
*November, 1908.*

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## PREFACE TO THIRD EDITION.

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New editions of official text books and numerous alterations and amendments published in Army Orders and War Office letters, have necessitated a fresh correction of this work.

This edition will be found absolutely up-to-date. The greatest care has been taken to have all the latest amendments embodied, and this has been done concisely, with as few additions as possible.

R. F. LEGGE, *Major.*  
*Leinster Regiment.*

DEVONPORT,  
*August, 1911.*

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## REFERENCES.

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- A.A. - - - = Army Act (revised to 1910).  
A.B. - - - = Army Book.  
A.E. - - - = Army Estimates, 1911-12  
A.F. - - - = Army Form.  
A.L. - - - = Army List (July, 1911).  
A.O. - - - = Army Order.  
A.R. - - - = Allowance Regulations, 1910.  
Cav. T. - - = Cavalry Training, 1910.  
C.R. - - - = Clothing Regulations, 1909.  
F.S.M. Cav. = Field Service Manual, Cavalry, 1910.  
F.S.M. Inf. = Field Service Manual, Infantry, 1910.  
F.S.P.B. - - = Field Service Pocket Book, 1908.  
F.S.R. - - - = Field Service Regulations, Part I., 1909.  
I.M.R.I. - - = Instructions for Management of Regimental  
Institutes, 1907.  
I.P.D. - - - = Instructions Relating to the Pay and Duties of  
Officers Commanding Companies, etc.  
I.T. - - - = Infantry Training, 1908. (1905. Reprinted  
with Amendments).  
K.R. - - - = King's Regulations, 1908.  
Man. - - - = Manual of Military Law, 1907.  
Mob. Reg. - = Mobilization Regulations, 1909.  
R.F. Act - - = Reserve Forces Act, 1882.  
R.P. - - - = Rules of Procedure.  
R.R. - - - = Recruiting Regulations, 1909.  
R.T.F. - - - = Regulations for the Territorial Force, 1910.  
R.W. - - - = Royal Warrant of Pay, 1909.  
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Act - - - = Territorial and Reserve Forces Act, 1907.  
W.E. - - - = War Establishments, 1910-11.





## INTRODUCTORY.

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According to the system at present in vogue in the Service, officers of all ranks up to and including that of Major, must undergo an examination and obtain a certain percentage of marks to pass, before being promoted a step in rank. Warrant Officers and non-commissioned Officers in addition are compelled to pass an examination before they can obtain commissions as 2nd Lieutenants; also Quarter-masters and Riding-masters before attaining the combatant rank of Lieutenant.

The object of these examinations is not so much to ensure a simple passing of the tests, which are in reality fixed at a fairly low standard, as to encourage officers to improve themselves, by reading and practice, in professional knowledge and attainments.

In the annual confidential reports officers are returned as "passed" or "not passed" for promotion.

Each of these examinations has its own particular syllabus which is fully detailed in Appendix XI. of the King's Regulations, and is formed into what is termed a "Subject for Promotion." These subjects are lettered from (a) to (j).

### SUBJECT (a).

Subject (a) is termed Regimental Duties, Drill and Field Training; it is divided into 2 sub-heads—

(a) (i.) Regimental Duties.

(a) (ii.) Drill and Field Training.

The two sub-heads are considered as one examination, and cannot be taken up separately. An officer who fails in either sub-head will be required to take up the whole examination again.

K.R., § 61, 862.

This book deals with Subject (a) (i.) alone; (a) (ii.) is purely a practical examination; it is conducted in the field, and there is no written examination.

The examination for (a) (i) consists of certain oral and written questions, based on the syllabus which is given further on in this chapter. **K.R., App. xi.**

All Warrant Officers and Non-commissioned Officers on selection for commissions as 2nd Lieutenants must pass this examination; Quartermasters and riding-masters before being granted a commission as Lieutenant; Second-Lieutenants before promotion to the rank of Lieutenant; and Lieutenants, R.A.M.C., on probation for confirmation of commission. **K.R., 856.**

It is advisable for all junior officers to pass Subject (a) for promotion as soon as possible after being gazetted. One can never tell when a step for promotion may arise, and if the officer, who in order of seniority would be next for promotion, has not passed the necessary examination to qualify him for that step, and an officer junior to him has done so, the usual proceeding is for the senior to be superseded and the one below him promoted over his head; this is not a pleasant prospect at the start of an officer's career, and might seriously affect him in years to come.

It is, therefore, essential to be thoroughly prepared for this examination, as failure to pass, in addition to possible supersession, may hinder an officer in his chances of a successful career.

This examination will be taken up by officers serving with their units. An officer of a unit serving abroad who may be on leave in this country will not be permitted to attend this examination except in special circumstances, and then War Office authority, to enable him to do so, will be necessary. **K.R., 865.**

#### BOARD OF EXAMINATION.

When an officer considers he is ready for this examination he will make an application to his Commanding Officer through the Adjutant of his unit; in the majority of cases the latter may apply some tests to satisfy himself as to the applicant's fitness for examination before submitting his name. The Commanding Officer will then appoint a Regimental Board of Examination with himself or the next senior officer as president, and two officers not under the

rank of captain as members. This Board will examine the candidates in strict accordance with the following syllabus.

**K.R., 868.**

**SUBJECT (A) (i.)—REGIMENTAL DUTIES.**

**1. *Discipline.***

General instructions.

Arrest and military custody.

Investigation of charges.

Summary and minor punishments.

Drunkenness.

Guard reports and company conduct sheets.

Disposal of soldiers awarded detention by  
C.O.

Courts of inquiry, committees and boards.

**2. *Duties.***

Duties of regimental officers other than  
Commanding Officers.

Responsibility for public money and stores.

Organization of Companies, etc.

Roster of duties.

Guards and piquets.

Honours and salutes.

Duties in aid of civil power.

**3. *Miscellaneous.***

Enlistment.

Conditions of Service.

Officers' messes.

Soldiers' messing and cooking.

Garrison and regimental institutes.

Leave of absence and furloughs.

System of keeping company books, accounts and  
returns.

Pay and allowances of Non-commissioned  
Officers and men of the corps to which the  
officer belongs.

The method of supplying troops with food,  
forage, ammunition, and stores in peace.

A junior officer's duties in connection with the  
movement of troops by land and sea.

Detail of carrying arms, ammunition and equip-  
ment.

**K.R., App. xi.**

Officers carrying out an examination are required not only to adhere strictly to every detail of the instructions given in Appendix XI., K.R., but also to give their undivided attention to the exercise of supervision throughout the examination. **K.R., 871.**

#### NATURE OF EXAMINATION.

As before said the examination is both oral and written ; for the written examination candidates will be given a paper containing about 10 or more questions. These may be typed on a sheet of paper with spaces left between each question in which the answer to it will be written, or they may be dictated by the board, when candidates will bend a sheet of foolscap in half lengthways, writing the questions on the left half and leaving sufficient space between them for the answers to be written on the right half of the sheet.

One hour is usually allowed for the answers, but this is left entirely to the discretion of the President.

After the written examination each candidate will be called in separately before the board and ten oral questions will be put to him by the President ; these will have been prepared and written down beforehand, the candidate's answers being taken down in writing by the President.

Candidates may be required to perform something practically, such as to make out certain returns in use by \*Company Officers, or to explain the method of keeping a Pay and Mess Book, etc.

Nothing is laid down about the number of marks allotted for the papers or the minimum required to pass. But as a rule, 10 marks would be given for each question, and 50 per cent. would be required to be obtained by candidates in order to pass.

#### THE FIELD SERVICE POCKET BOOK.

The Field Service Pocket Book will be allowed for use at this examination, for written and practical questions, but not for answering oral questions.

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\* The term "Company," when used in connection with "Officer Commanding Company" or "Company Officers," is intended throughout this book to include "Squadron" and "Battery."

## PROCEEDINGS OF THE BOARD.

The Board will correct the papers and allot marks; the usual method of correcting papers is for the Board to erase any portion of a candidate's answer which is incorrect, and to write the correct answer above in red ink; after this the Board will make out the form of proceedings on Army Form A. 2, the usual form for any board of officers or court of inquiry. Any remarks the Board may have to offer on any particular candidate, should be entered by the President, who will also enter the Board's opinion as to whether each candidate has answered the tests sufficiently well to be allowed to pass. The proceedings will be signed at the end by each officer composing the Board.

*Disposal of Proceedings.*

The president of the board will forward the proceedings to the Brigade Commander; and the latter, if satisfied that the examination has been conducted in accordance with the regulations, will write a certificate to that effect on the proceedings, which he will retain, unless any irregularity has occurred in the conduct of the examination, in which case he will forward the proceedings, with a written statement of the irregularity attached, to the Command Headquarters.

The General Officer Commanding-in-Chief will decide if any part of the examination is to be annulled.

In the case of only one sub-head in Subject (a) being annulled, an officer who is successful in the sub-head not annulled will not be required to re-qualify in that sub-head.

**K.R., 872 (i).**

*Certificate.*

The General Officer Commanding-in-Chief will report the result of the examination to the War Office.

The names of the officers who have qualified will be noted in Command Orders, and such notification will be the authority for recording an officer as qualified in Subject (a). Each officer who passes (a) will be furnished by his Commanding Officer with a certified copy of this notification.

**K.R., 872 (ii).**



## BOOKS TO STUDY, ETC.

King's Regulations with latest amendments.

Army Act and Rules of Procedure.

Royal Warrant for Pay.

Allowance Regulations.

Field Service Manual for the arm to which candidate belongs.

Field Service Pocket Book.

Equipment Regulations.

Army Books and Forms in use.

Abroad : Any special Army Regulations obtaining in the country (*e.g.* Army Regulations, India.)

Regarding the Army Books and Forms in use, in some cases as they occur or are referred to in this work, specimens of the same will be shown filled up from imaginary detail. Candidates should pay special attention to—

The Soldier's Small Book.—A.F. B. 50.

The Soldier's Pay Book.—A.B. 64.

Captain's Cash Book and Ledger.—A.B. 69.

Pay and Mess Book.—A.F. N. 1504 A.

Requisition for Cash.—A.F. N. 1487.

Requisition for Money Orders.—A.F. O. 1806.

Returns of Arms, Ammunition, etc.—A.F. B. 293.

Issues on Payment.—A.F. H. 1181.

Free Issues.—A.F. H. 1179.

Company Conduct Sheet.—A.F. B. 121.

Regimental Conduct Sheet.—A.F. B. 120.

Captain's Descriptive Book.—A.B. 70.

Minor Offence Report.—A.F. B. 281.

The Charge.—A.F. B. 252.

Transfer of Public Clothing.—A.F. H. 1150.

Issue of Public Clothing.—A.F. H. 1152.

Stoppages on account of Arms and Public Clothing.  
—A.F. P. 1954.

Stoppages on account of Equipment.—A.F. P.  
1963.

## PART I.

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### DISCIPLINE.

---

#### CHAPTER 1.—GENERAL INSTRUCTIONS.

Discipline has been defined as the habit which is engrained into a soldier's nature by his training in peace time, producing first and foremost, instinctive obedience to the word of command.

Discipline in a unit is upheld by the authority of the Officers assisted by the willing and intelligent co-operation of the Non-commissioned Officers and private soldiers.

#### ORDERS.

Officers will acquaint themselves with regulations and orders. Ignorance of published orders will not be admitted as an excuse for their non-observance.

Soldiers will be held personally responsible that they make themselves acquainted with such orders and details of duties as are posted in quarters. **K.R., 432.**

Soldiers will be warned for all duties, etc., by means of daily orders posted in a suitable place in the quarters of each company. **K.R., 933.**

Every order issued for general information and guidance must be re-published in the regimental orders or circulated to all in the unit whom it may concern. **K.R., 104.**

Sections 4 to 44, Army Act, are to be read once every three months at the head of every unit. **K.R., 461.**

Gambling, which includes book-making, or acting as agent for a bookmaker, in garrisons, camps, or cantonments, is forbidden.

G.P.—“A.”

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The introduction of wine and spirits into barrack-rooms is also forbidden, but a man may be allowed to receive one pint of beer with his dinner. **K.R., 459-460.**

*Prevention and Suppression of Crime.*

Officers, Warrant Officers and Non-commissioned Officers, should use every effort to prevent crime ; at the same time they should discourage all tendency to screen its existence. It is an easy matter for a unit to hold a clean record so far as crime is concerned where its existence is allowed to be screened and serious matters are glossed over and not brought to notice ; yet such a state of affairs would quickly come to the surface, to the discredit of the unit concerned, when tested under the exigencies of service in the field ; even on manœuvres in peace time, a corps that lacks discipline at heart, fostered by the suppression of crime, will soon go to pieces and obtain a bad or indifferent report. At the same time first offences should be lightly treated, punishment only being resorted to when admonition has failed to take effect.

**K.R., 434.**

*Treatment of Soldiers.*

Officers, Warrant Officers and Non-commissioned Officers should adopt towards their subordinates, such methods of command and treatment as will not only ensure respect for authority, but foster feelings of self-respect and personal honour which is essential to military efficiency. **K.R., 435.**

*Reproof of Non-commissioned Officers.*

Non-commissioned Officers are not to be reproved in the presence or hearing of Privates unless it is essential that the reproof should be public for the sake of example ; this is seldom the case and should be avoided as such a proceeding must tend to diminish the authority of a Non-commissioned Officer over the men he has to command.

**K.R., 437.**

*Crying Down Credit.*

The General Officer Commanding-in-Chief of a command, once in three years inserts a notification in the Press in his Command to the effect that a soldier's pay cannot be stopped for a private debt ; and that tradespeople giving credit to soldiers, do so at their own risk.

**K.R., 442.**

### *Responsibility of Officers.*

Officers are at all times responsible for the maintenance of good order and the rules and discipline of the Service ; they are to give every support to the Commanding Officer. They should also repress and report any impropriety of conduct in Non-commissioned Officers and men whether on or off duty, even if the offender belongs to another corps. Tact is essential in dealing with offenders of other units, and Officers should as quickly as possible bring such cases to the notice of the Officers of the offenders' own corps.

**K.R., 440.**

Officers are not to allow themselves to be complimented by Officers or soldiers serving, or who have served under them, by means of presents of plate, collective expressions of opinion, etc. ; and an Officer when making any application to the War Office must not accompany it by any testimonials relating to his service or character.

**K.R., 443, 444.**

### *Interviews with War Office Officials.*

An Officer on full pay and serving in the United Kingdom is not allowed to write private letters to War Office officials on official personal matters, such as promotion, etc., and those serving at home must not ask for a personal interview with any official at Army Headquarters without the previous written consent of the General under whom they are serving. The application for such interview must state the purport of the interview desired. The written permission must be brought to the War Office. An Officer temporarily at home, but belonging to a unit abroad, will, in urgent cases, be permitted to ask for an interview without a written permission.

**K.R., 445.**

If an Officer has had his character or conduct impugned in any way, he must submit the case within a reasonable time to his Commanding Officer for investigation ; and if he should become bankrupt, he will notify his Commanding Officer who will report the matter to the Army Council for decision as to whether the Officer can be retained in the Service.

**K.R., 446, 447.**

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Officers should be careful in dealing with contractors, never to place themselves in a position open to suspicion of being influenced by other than purely public considerations ; nor must an Officer on full pay become a director of a company without War Office permission. **K.R., 448, 449.**

Officers are forbidden to take any part in political meetings.  
**K.R., 451.**

#### *Communications to the Press.*

Officers are forbidden to communicate with the Press or to publish any military information or their views on any military subject without permission. Information of a professional nature which they acquire while travelling or employed on duty is considered to be the property of the War Office. They are responsible for statements made to the Press from their communications to friends. They must also never prejudice questions under consideration.

**K.R., 453.**

#### *Definition of Commanding Officer.*

The expression "Commanding Officer," in relation to any person, as used in sections of the Army Act relating to Courts-Martial, execution of sentences and powers of Commanding Officer, means the Officer whose duty it is under the regulations, or under customs of the Service, to deal with a charge against that person ; that is, to dispose of it on his own authority. It also, so far as relates to the summary award of any punishments for offences, being punishments which under the provisions of H.M.'s regulations an Officer Commanding a company, etc., is authorised to award, and so far as relates to a summary finding in a case of absence without leave, includes the Officer Commanding a troop, battery, or company.

**R.P., 129.**

In other portions of the Act the meaning of the term is not limited but includes any superior officer. **K.R., 456.**

#### *Officer Commanding Detachment.*

The Officer Commanding a detachment has the same powers of awarding summary punishment as the Command-

ing Officer of a unit, but the Commanding Officer of the unit, if serving in the same command, or the Officer Commanding garrison or station where the detachment is situated may, if the Officer Commanding the detachment be below the rank of substantive Major, restrict his powers as a Commanding Officer. Nevertheless the Officer Commanding the detachment may act to the full extent of a Commanding Officer's powers, to maintain discipline in spite of the restrictive order, but he must report such action immediately to the Officer who curtailed his powers of punishment.  
K.R., 457.

#### QUESTIONS.

1. Define discipline.
2. How is discipline upheld in a unit?
3. Discuss the responsibility of Officers and soldiers acquainting themselves with published orders.
4. How are soldiers warned for duties?
5. What Sections of the Army Act are to be read periodically to the troops? How often are these to be read?
6. Explain the term "Crying down credit."
7. What are the general instructions as to the responsibility of Officers regarding crime and discipline in their units?
8. What is the rule regarding the reproof of a Non-commissioned Officer?
9. What are the rules regarding Officers writing to the War Office?
10. If an Officer has his character impugned, what course of action must he take?
11. What is laid down in the regulations regarding officers publishing their views on any military subject in the Press?

12. Explain fully the term "Commanding Officer."
  13. What powers generally has an Officer Commanding a detachment? May these powers be restricted? If so, by whom?
  14. If you are serving at home and wish to see a War Office official, what is your proper course of action?
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## CHAPTER 2.—ARREST AND MILITARY CUSTODY.

Military custody, according to the usages of the service, means that when a person subject to Military Law commits an offence, the offender may be placed—

(a) Under arrest.

(b) In confinement.

A.A., 45 (2).

In the case of an Officer, Warrant Officer, or Non-commissioned Officer (not under sentence) military custody means arrest, but the offender may, should the circumstances require it, be placed for custody under charge of a guard, piquet, patrol or sentry, or of a provost-marshal.

K.R., 465.

Arrest is either—

(a) Open arrest, or

(b) Close arrest.

When it is not described as open, it means close arrest.

### 1.—OFFICERS.

(a) An Officer who is placed under open arrest—

1. May take exercise within defined limits.
2. May be directed to proceed from one station to another.
3. Is forbidden to use his own or any other mess premises.
4. Is forbidden to appear at any place of amusement or at public assemblies.
5. Must always wear uniform ; but no sword, sash, belt or spurs.

(b) An Officer who is placed under close arrest—

1. Is forbidden to leave his quarters, except to take such exercise under supervision as the Medical Officer may consider necessary.



2. Must wear uniform, but no sword, sash, belt or spurs. **K.R., 466, 467.**

An Officer can order any other Officer of rank junior to himself, or any soldier into military custody. He may also under very urgent circumstances order an Officer senior to himself who may be engaged in any quarrel, fray or disorder, even though the parties concerned belong to different corps. **A.A., 45 (3).**

An Officer can be placed under arrest as above without previous investigation for an offence serious enough to warrant such a course of action. But ordinarily a Commanding Officer would inquire into the matter before taking such steps. When an Officer is placed under arrest a report is to be made at once to the General Officer Commanding under whose command the unit may be. **K.R., 469.**

Unless an Officer has been placed under arrest by mistake he cannot be released except by the highest authority to whom the case has been referred. **K.R., 468.**

An Officer cannot demand a Court-Martial upon himself or persist in considering himself under arrest after he has been released. **K.R., 470.**

If he thinks he has a grievance he can complain through the proper channel and seek redress under Sec. 42 of the Army Act. **A.A., 42.**

## 2.—WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS.

Warrant Officers and Non-commissioned Officers may, if charged with a serious offence, be placed under arrest. The arrest may be open or close, and they are subjected to the same rules as an Officer under like conditions. But if the offence be not serious, it may be investigated and disposed of without previous arrest. **K.R., 471.**

Any Non-commissioned Officer can order any soldier into military custody. **A.A., 45 (3).**

## 3.—PRIVATE SOLDIERS.

Military custody as regards private soldiers (not under sentence) means—

- (a) Placing the soldier in open arrest.
- (b) Confining him under charge of a guard, piquet, patrol, sentry or provost-marshal.

*Open Arrest.*

Soldiers are not confined for minor offences, but placed in open arrest, when they will not quit barracks until their case has been disposed of. They will, however, attend all parades, but not be detailed for duty. The particulars of the offence with which they are charged is entered on the Charge Report, A.F.B. 252, and the soldier in open arrest is brought before his Company Commander, at the company orderly-room, which is held by the Officer Commanding the Company, generally just before the Commanding Officer's orderly-room. The Company Commander, if it is an offence he can deal with, tells off the soldier, and the offence, punishment, etc., are entered on the Minor Offence Report, A.F. B. 281. K.R., 473, 484.

*The Minor Offence Report.*

This Minor Offence Report is retained in the orderly-room, and when required may be obtained therefrom by the company commander, who, after completing the last three columns, will return the form to the orderly-room, so that particulars may be entered in Part II. of orders for the day, if necessary.

On the last day of the week the company commander will obtain his minor offence report and sign it, whether blank or otherwise, and it will then be attached to the guard report of that day. K.R., 486; A.O., 144.

*Close Arrest.*

The accommodation available for a soldier in arrest (as a man placed in confinement is termed) is known as the guard detention room; this has several smaller rooms adjoining (until lately known as cells) for soldiers who need to be kept apart. K.R., 473.

The keys of these rooms are in the charge of the Commander of the Guard, or, in the absence of a guard, in charge of the military police who perform these duties.

K.R., 474.

A soldier is not confined in the guard detention room for offences unaccompanied by drunkenness, violence, or insubordination, unless it is necessary to ensure his safe custody for the maintenance of discipline ; the investigation of the charge may be held without his being confined.

**K.R., 475.**

*The Charge.*

When a soldier has been placed in arrest, the Officer or Non-commissioned Officer who has ordered him into military custody must hand to the Commander of the Guard or Non-commissioned Officer of the Military Police in charge of the detention rooms a copy of the charge ; this contains the offence made out more or less in accordance with Forms of Charges to be found in Appendix I. to the Rules of Procedure, the names of the witnesses, the number, rank, and name of the soldier in arrest, and is signed by the person ordering him into custody.

This should be delivered at the time of committal or as soon afterwards as possible, and in every case within 24 hours. If this charge is not received within 24 hours, the Commander of Guard will either take steps for procuring it, or report that he has not received it to the Officer to whom he furnishes the Guard Report ; this Officer at the expiration of 48 hours if no charge is forthcoming and no evidence to justify detention appears, will order the man's release.

It is from these charges that the Commander of a Guard completes his Guard Report.

**K.R., 463 ; A.A., 45 (4) ; Man., Ch. IV., 14—16.**

A man once ordered into confinement cannot be released except by competent authority, *e.g.*, if confined in the Regimental Guard detention room, only by order of Officer Commanding Unit ; if in the Garrison detention room only by the Officer Commanding Garrison.

**Man., Ch. IV. (11).**

*Confinement for Drunkenness, etc.*

A soldier in arrest (*i.e.*, close arrest) will, if confined for drunkenness, be placed alone in one of the smaller rooms adjoining the guard detention room. He is to be searched

and deprived of knives or any weapons upon him. He may, if violent, be deprived of his boots except in severely cold weather. He is visited every two hours by a Non-commissioned Officer of the Guard with an escort, and should any symptoms of serious illness be observed, a medical officer is to be sent for, and finally, care is to be taken that he is perfectly sober before he is brought up before an Officer; for this purpose 24 hours should elapse before investigation. No test may be applied to ascertain the condition of a man who is suspected of being drunk.

**K.R., 478.**

*Miscellaneous.*

Except in cases of personal violence or when on detached duties, Lance-Corporals and Bombardiers with less than four years' service will not confine private soldiers, but will report the offence to the Orderly-Serjeant, who will act as circumstances require.

**K.R., 477.**

Soldiers in arrest awaiting trial by Court-Martial will be allowed their bedding up to the time of promulgation of their sentence; those awaiting investigation may have it, if their detention exceeds two days.

**K.R., 480.**

A soldier in military custody is not to perform any duty except such as is necessary to relieve him from charge of any cash, stores, accounts, or office which may be under his care. If by mistake he has been ordered on duty, his liability to be proceeded against is not thereby absolved. A soldier in military custody is not to bear arms except by order of his Commanding Officer in emergency or on the line of march.

**K.R., 482.**

**QUESTIONS.**

1. Define Military Custody.
2. Differentiate between open and close arrest in case of—
  - (a) An Officer.
  - (b) A Warrant Officer.
  - (c) A Private Soldier.
3. Under what circumstances may an Officer order a Senior Officer under arrest?

4. What is the necessary course for a Commanding Officer to pursue before and after putting an Officer under arrest?
5. Who has power to release an Officer under arrest?
6. Can an Officer demand a Court-Martial upon himself?
7. When is a soldier placed—
  - (a) In open arrest.
  - (b) In confinement.
8. What is A.F. B. 281 used for? What eventually becomes of this form?
9. Who has charge of the guard detention room keys?
10. An offender in arrest is not to bear arms or do duty. State the exceptions to this rule.
11. State briefly the regulations in connection with a soldier's offence as regards what is known as the "Charge."
12. What degree of restraint is placed upon a soldier in open arrest?
13. What remedy is open to an Officer wrongfully put under arrest?
14. What is the procedure when a soldier is confined for drunkenness?
15. May tests be applied to ascertain a man's condition suspected of drunkenness?
16. What are the rules as to Lance-Corporals and Bombardiers confining private soldiers?

## CHAPTER 3.—INVESTIGATION OF CHARGES.

### (A).—BY COMPANY OFFICERS.

All charges against a Non-commissioned Officer or soldier will be investigated without delay in the presence of the soldier in arrest, by the Officer Commanding his company, at the company orderly-room held daily (Sundays, Good Fridays, and Christmas days excepted) throughout the year, at such an hour in the early morning that offenders reserved for disposal by the Commanding Officer shall be ready to go before him at the appointed time.

**K.R., 484.**

Commanding Officers are authorized to grant a large measure of discretionary powers to Company Commanders to dispose of any offences with which they themselves may deal under para. 487, K.R., provided that the limits of punishment which a Company Commander may award (laid down in the following chapter) are not exceeded. Any not so disposed of will be investigated by the Commanding Officer.

**K.R., 484.**

### (B).—BY COMMANDING OFFICERS.

All charges must be investigated by the Commanding Officer within 48 hours of their being reported to him (exclusive of Sundays, Good Fridays, and Christmas days). If for good reasons this cannot be done, it must be reported to superior authority.

**R.P., 2.**

Similarly, if a soldier (not on active service) remains in custody for more than eight days without a Court-Martial for his trial being ordered, a special report must be made every eight days until the trial is fixed or soldier released.

**A.A., 45 (i).**

Non-commissioned Officers and men confined in the guard detention room and Non-commissioned Officers reserved by Company Commanders for disposal by the Commanding

Officer, will have the charge against them entered in the Guard Report by the Commander of the Guard (or Non-commissioned Officer responsible for custody of soldiers in arrest); the latter will write out the charge from the copy given or sent to him by the person confining the Non-commissioned Officer or soldier.

*Procedure at Investigation by Company Officer.*

For offences of private soldiers in open arrest, *i.e.*, not confined in the guard detention room (charge not being a serious one), the charge is entered in the Minor Offence Report, A.F. B. 281, under orders of the Company Commander. The Company Commander, if he decides on investigation to reserve such charge for disposal by the Commanding Officer, will send his copy of the charge made out on A.F. B. 252, before the hour fixed for Commanding Officer's orderly-room, for entry in the Guard Report, A.F. B. 252 being retained by the Adjutant. If the Company Commander, however, disposes of the case, he enters the punishment on A.F. B. 252, and then sees the punishment, etc., is copied on to the Minor Offence Report. **K.R., 485.**

If on the other hand a charge for which a soldier has been confined (and which therefore is already entered on the Guard Report) is disposed of by the Company Commander on investigation, that Officer sends a report of the fact to the orderly-room, and the entry "disposed of on A.F. B. 281" (Minor Offence Report) will be made in the punishment column of the Guard Report. **K.R., 485.**

Company Commanders who have reserved cases for disposal by the Commanding Officer, will attend orderly room with the offender's Company Conduct Sheet, when the soldier is brought before the Commanding Officer.

**K.R., 485.**

*Procedure at Investigation by Commanding Officer.*

The investigation of offences by a Commanding Officer, usually takes place in the early morning. The soldier in arrest is marched in under escort, deprived of his cap and of any article he could make use of as a missile; the charge is read

out by the Adjutant or Officer taking his place, from a copy on A.F. B. 252, sent in by the Company Commander, and returned to the latter with punishment, etc., filled in, so that he may be able to copy the necessary matter into the man's Company Conduct Sheet, it not being usual to pass the Guard Report round the Company Commanders after orderly room ; this system varies somewhat in different units. All witnesses against the offender are marched in together, and give their evidence in turn. The accused, who has the full liberty of cross-examination, may demand that the evidence be taken on oath, where the Commanding Officer has power to deal with the case summarily. **K.R., 481 ; A.A., 46 (6).**

The accused may give evidence himself, on oath or not according to whether the witnesses are on oath. **R.P., 3.**

The offender may produce any evidence he can give in his favour.

The Commanding Officer will finally ask the offender if he has anything more to say, will obtain the man's Conduct Sheet from his Company Commander, and will then decide how to deal with the case.

1. The Commanding Officer may dismiss a charge if he thinks it does not disclose an offence under the Army Act, or if he thinks it ought not to be proceeded with.

2. If he thinks it should be proceeded with he may—

- (a) Dispose of the case summarily ;
- (b) Refer the case to superior authority ; or
- (c) Adjourn the case to have the evidence reduced to writing.

3. If the evidence be reduced to writing as in 2 (c), above, the Commanding Officer will consider it and then he can—

- (a) Remand the offender for trial by Court-Martial ;  
or
- (b) Refer the case to superior authority ; or
- (c) If he thinks fit and the offender has not claimed a Court-Martial, re-hear case and dispose summarily of same.

**R.P., 4, 5.**

Before a Commanding Officer deals summarily with a case, he should be satisfied that the evidence produced is sufficient to disclose the exact nature of the offence.



If not satisfied he should remand the case for further enquiries, so that the offence as entered on the guard report may be substantially the charge upon which the accused would be arraigned if elected to be tried by District Court-Martial. **K.R., 487a ; A.O., 1<sup>st</sup>.**

*Soldier's right to demand a Court-Martial.*

Where a Commanding Officer decides he has power to deal with a case summarily as in 2 (a) or 3 (c) above, he shall in every case where the award he intends to give, or finding, involves a forfeiture of pay, and in every other case except where he awards a minor punishment, ask the soldier whether he will be dealt with summarily or be tried by District Court-Martial, and if the soldier decides on the latter course, the Commanding Officer will take steps to bring him to trial, otherwise he will deal with the case summarily. **A.A., 46 (8).**

*Charge not to be Altered.*

When once an accused has elected to be tried upon the charge as read out to him from the guard report, it should under no circumstances be added to or increased in gravity. **K.R., 487a ; A.O., 1<sup>st</sup>.**

*Entry of Awards:*

The award of a Commanding Officer is entered on the Guard Report and those of Company Commanders (with any remission a Commanding Officer may see fit to make) on the Minor Offence Report. Copies of this latter report are retained in the orderly-room (as mentioned on p. 9), and obtained therefrom by the company commander when required. He returns the same to the orderly-room on completing the last three columns, and on the last day of the week signs the form, blank or otherwise, and it will then be attached to the guard report for that day. **K.R., 486.**

*Guard Reports, etc.*

The Commanding Officer signs the guard reports.

These guard reports and minor offence reports are preserved in original, and will be pasted daily into a Guard Report (A.B. 22.)

The Brigadier, at his annual inspection, compares the guard and minor offence reports with the entries in the conduct sheets, and may then authorize the destruction of the reports; this, however, will not be carried out until one year has elapsed from the date of the last report. **K.R., 1920; A.O., 1915.**

*Miscellaneous.*

If a soldier in arrest is remanded for further inquiry, his case must be brought daily under review until disposed of, and the order for remand entered daily in the Guard Report or on A.F. B. 281 by the investigating officer. **K.R., 485.**

If, on investigating a charge, sufficient evidence is not forthcoming to show whether the soldier in arrest is guilty or not, and there is no opportunity of completing the investigation at the time, then the offender, if the offence charged be serious, may be released without prejudice to his re-arrest when further evidence is forthcoming. If the offence charged is not serious, the case may be dismissed. **K.R., 490.**

When a Commanding Officer has once awarded a punishment, he cannot afterwards increase it for that offence, though he may subsequently diminish it. The award is considered final when the soldier in arrest has been removed from the Commanding Officer's presence. **R.P., 6 (B) & Note.**

A Commanding Officer has no power to alter the record in the Conduct Sheets after the punishment has been completed. But an Officer not below the rank of Brigadier-General, within 2 years, if he thinks the award illegal or excessive, can order that it be expunged or that the punishment be reduced; after 2 years have elapsed from the date of award, such cases will be referred for decision to the Army Council. **K.R., 507.**

**QUESTIONS.**

1. Who first investigates a charge against a Non-commissioned Officer or private soldier, and for what purpose?
2. How soon should a charge against a soldier be investigated?

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3. Describe the procedure in case of a soldier remaining in custody for several days?
  4. In what manner and by whom, are charges entered in the Guard Report?
  5. Describe under what circumstances—
    - (a) A Soldier,
    - (b) A Non-commissioned Officer,may be confined in the guard detention room.
  6. What is the procedure after a charge against an offender confined in the guard detention room has been disposed of by a Company Commander?
  7. Describe fully what takes place during the investigation of a charge by a Commanding Officer.
  8. Has a soldier any right to demand a Court-Martial; if so, under what circumstances?
  9. When a soldier has elected to be tried by District Court-Martial may the charge against him be altered in any way whatever?
  10. Who signs the guard reports?
  11. What eventually becomes of the guard reports and minor offence reports?
  12. Can a Commanding Officer increase a punishment that he or a Company Commander may have awarded?
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## CHAPTER 4.—SUMMARY AND MINOR PUNISHMENTS.

### (A).—PRIVATE SOLDIERS.

The punishments which a Commanding Officer can award, subject to a soldier's right to elect, previous to the award, to be tried by District Court-Martial, may be summed up in two classes :—

(a) Summary Punishments ;

(b) Minor Punishments

(a) The Summary Punishments are :—

1. *Detention* for any period up to but not exceeding 28 days. In cases of absence without leave exceeding 7 days detention for each day of absence up to 28 days can be given. If the absence does not exceed 7 days, detention can only be awarded up to 7 days.
2. *Fines for Drunkenness* not exceeding 10/-, according to scale ; this punishment is given either in addition to, or without detention.
3. Deductions from ordinary pay authorized by the Army Act in addition to, or without any other, punishment.
4. In case of offences by a soldier (not a Non-commissioned Officer) on active service—field\* punishment within the meaning of Section 44, Army Act, for any period not exceeding 28 days, and in addition to or without any other punishment, forfeiture of pay commencing on the day of sentence for a period not exceeding 28 days.

**A.A., 46 (2) ; K.R., 493.**

All summary punishments thus involve forfeiture of pay, as a man gets no pay on any day upon which he suffers detention.

In cases where a Commanding Officer is under the rank of Field Officer the award of detention is limited to 7 days,

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\* Rules for Field Punishment are given in the Manual of Military Law, page 598.

except in cases of absence without leave exceeding 7 days, when the award of detention may be extended to the same number of days as days of absence, not exceeding 28 days in the whole. **K.R., 493 (i).**

It is important to note, as before said, that a Commanding Officer must, before he awards a summary punishment, ask the soldier whether he will elect to be tried by a District Court-Martial or will accept his award. **A.A., 46 (8).**

With this exception, there is no appeal for the soldier from the award of a Commanding Officer.

**Man., Ch. IV., 35.**

Should a Commanding Officer omit to ask him this, the soldier may at any time on the same day before the hour fixed for commitment of soldiers under sentence, claim his right to be tried by a District Court-Martial. **R.P., 7 (A).**

(b) The Minor Punishments are :—

1. Confinement to barracks for any period not exceeding 14 days.
2. Extra Guards and Piquets, which are only to be ordered as a punishment for minor offences or irregularities when out, or parading for, these duties.
3. Reprimand or severe reprimand.
4. Admonition. **K.R., 493.**

Any of the above punishments may be combined subject to the following restrictions :—

- (1) When detention exceeding 7 days is awarded, no minor punishment must be added. **A.A., 46 (9).**
- (2) A single award of detention and C.B. must not exceed 28 days.
- (3) C.B. will take effect on termination of detention. **K.R., 494.**

*Points to observe in connection with these punishments :—*

- (a) Detention exceeding 7 days is awarded in days, and begins to count from the day of award no matter what time the soldier under sentence is received at the detention barrack or branch detention barrack.

- (b) Detention for 7 days and less is awarded in hours and begins to count from the time fixed for the commitment of soldiers under sentence to the branch detention barrack, usually 2 p.m. If he has not been received that day it begins on the day after the day of award at the hour for commitment of soldiers under sentence, so in this latter case the day of award does not count as a day of detention. **R.P., 6 (A).**
- (c) A man undergoing detention may for a fresh offence be awarded a further sentence of detention or minor punishment, or both; in case of detention it begins to count from the day of award; in that of a minor punishment from the termination of the previous award, provided he is not kept in detention for more than 28 consecutive days and provided also that the whole extent of consecutive punishment including detention and C.B. does not exceed 42 days. **K.R., 494 (v).**
- (d) Confinement to barracks commences to count from day of award (unless combined with sentence of detention) and the first day of punishment ends at midnight that day.

*Disposal of soldiers awarded detention by C.O.*

Soldiers sentenced to detention are sent to the nearest detention barrack or branch detention barrack.

**K.R., 645.**

If the term of detention to be undergone does not exceed 168 hours, and there is no detention barrack at the station, the detention may be undergone in duly certified detention rooms.

**K.R., 607.**

A soldier committed to detention barracks will take (in addition to the articles specified in the Clothing Regulations)—

- (a) Mounted Services—rifle (if armed therewith) and the articles of equipment laid down in Cavalry Training for “marching order on the man,” except the revolver and pouch.

- (b) Dismounted Services—articles of equipment laid down for marching order, except bayonet and scabbard.

Soldiers who are not to return to the Colours on completion of their sentence, will not take a rifle.

Soldiers armed with a rifle will take with their rifles 2 chargers and 10 dummy drill cartridges, except in the case of an A.S.C. or A.O.C., who will take 1 charger and 5 dummy drill cartridges. **K.R., 646.**

### *Calculating Expiration of Sentence.*

(a) Awards in hours, as before explained, commence to count from the actual hour at which the soldier under sentence is received at the branch detention barracks or barrack detention rooms, *e.g.*, a man awarded 168 hours' detention, January 1st—

1. Is received at the branch detention barrack 2 p.m., January 1st, his sentence expiring 2 p.m., 8th January.
2. He goes to the branch detention barrack 2 p.m., January 2nd, his sentence expiring 2 p.m., 9th January.

(b) Awards in days count from day of award always, *e.g.*

1. Fourteen days' detention awarded 1st January expires midnight, 14th January (man is released as a rule at 2 p.m. on date of expiration of punishment, and is confined to barracks for remainder of day).
2. Twenty-one days' detention awarded 10th January expires midnight, 30th January.

**R.P., 6 (A).**

### *Defaulters.*

Men undergoing sentence of C.B. are termed defaulters. A defaulter—

- (1) Is not allowed to leave barracks except on duty ;
- (2) Must attend all parades ;

- (3) Must perform any additional fatigues ordered ;
- (4) Must answer his name at uncertain hours (fixed by Commanding Officer) throughout the day ;
- (5) May be given punishment drill during the first ten days of his C.B. if insufficient fatigues ;
- (6) Is not required to undergo any punishment drill or C.B. which may have lapsed by his being in hospital or employed on duty.

**K.R., 493 (iv.), 494 (vi.).**

- (f) In case of absence without leave, a man's forfeiture of pay for number of days of absence is automatic, by Royal Warrant, and therefore the Commanding Officer makes no award, but informs the soldier of the number of days' pay forfeited by Royal Warrant, entering same in column of remarks of Guard Report.

**K.R., 495.**

#### *Drunkenness.*

- (i) First instance—no fine.
- (ii) (a) Second offence—2s. 6d.
- (b) Third and every subsequent offence—5s. ; but if third or subsequent offence took place within six months of preceding, 7s. 6d. ; if within three months, 10s.

Time during which a soldier is absent from duty because of imprisonment, detention, or absence without leave is not to be reckoned in above period.

- (iii) A soldier should not be fined for drunkenness when the unpaid fines amount to twenty shillings.
- (iv) On mobilization, or when men are brought back to the Colours from the Reserve, cases of drunkenness before transfer to the Reserve will not be taken into account in computing fines for further instances after rejoining colours.

**K.R., 512.**

A Commanding Officer must deal summarily with all cases of drunkenness, with the following exceptions :—

- (a) If the offence was committed on active service.



- (b) If the offence was committed on duty.
- (c) If the offence was committed after the offender was warned for duty.
- (d) If by reason of drunkenness the offender was found unfit for duty.
- (e) If the soldier has been found guilty of drunkenness on not less than four occasions in the preceding 12 months.

In all of these exceptions quoted above, the soldier is liable to be tried by Court-Martial.

It must be noted that a Commanding Officer *may*, if he thinks fit, deal summarily with any case of drunkenness, even though the offence was committed under the special circumstances mentioned above.

But the soldier still has the right to elect to be tried by Court-Martial in all cases of drunkenness where the Commanding Officer would otherwise give him a summary punishment.

**K.R., 509 ; A.A., 46 (3) and note.**

Detention may be awarded for an act of drunkenness only under the following circumstances :—

- (a) When a man is liable for trial by Court-Martial (see preceding paragraph).
- (b) When the amount of unpaid fines amounts to 20s.

**K.R., 497.**

A private soldier cannot be reprimanded, but he may be admonished.

**K.R., 493 (iii.).**

#### (B) —NON-COMMISSIONED OFFICERS.\*

Non-commissioned Officers cannot be awarded any summary punishment, and only the minor punishments enumerated below under 1 2, and 3, so by their Commanding Officer they can only be—

1. Admonished.
2. Reprimanded.
3. Severely reprimanded.
4. Reverted to their permanent grade, if holding an acting or lance rank.
5. Removed from an appointment held.

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\* Commanding Officers have no power to punish Warrant Officers.

**A.A., 182 (i).**

*Re* (5), if the Non-commissioned Officer holds permanent rank above that of Corporal, the sanction of an Officer not below rank of Brigadier-General will be necessary. If he is not fit for the duties of his permanent rank, application may be made to the War Office for his reduction to a lower rank.

**K.R., 302, 303, 493 (iii.), 499; A.A., 183 (c.)**

The obligation on a Commanding Officer to deal summarily with a soldier charged with drunkenness does not apply to a Non-commissioned Officer charged with the same offence.

This also applies to acting non-commissioned officers.

**A.A., 183 (i.) ; 190 (5).**

A Non-commissioned Officer may, with the Commanding Officer's consent, resign his rank and revert to the rank or position he previously held, but he must not be allowed to do this to escape trial by Court-Martial without the sanction of an Officer not below Brigadier-General. An entry of such resignation is to be made in the man's attestation and signed by both him and his Commanding Officer.

**K.R., 301.**

**(C).—POWERS OF COMPANY COMMANDERS.**

*(a) Re Private Soldiers.*

*(b) Re Non-commissioned Officers.*

*(a) Company Commanders may award soldiers—*

1. C.B. up to and including 7 days.
2. Extra Guards and Piquets.
3. Regulated fines for drunkenness.

A Company Commander may also deal with cases of absence without leave, where pay is automatically forfeited, awarding any punishment within his power.

Officers with less than three years' service may be limited to an award of three days' C.B. ; and all awards are subject to remission by Commanding Officer, but cannot be increased.

**K.R., 501.**

*(b) Non-commissioned Officers below the rank of Serjeant (or the appointment of Lance-Serjeant) may be admonished or reprimanded, but not severely reprimanded by the Company Commander.*

**K.R., 499.**

**(D).—POWERS OF OFFICER COMMANDING DETACHMENTS.**

It must be fully understood that an Officer in charge of a detachment has the same powers as a Commanding Officer of a corps, as he is the Commanding Officer of the detachment and deals with all offences brought to his notice.

If he is not of field rank he is restricted, as aforesaid, by K.R., 493 (i.), to an award up to and including 7 days' detention (except for absence without leave). Also the Commanding Officer of the Unit (if the detachment is serving in the same command), or the Officer Commanding Garrison in which detachment is stationed, may further restrict his powers of punishment. Yet on occasion arising where he considers it essential to act to the full powers of a Commanding Officer, he may do so, reporting to the Officer who restricted him.

**K.R. , 457.**

**COMPANY CONDUCT SHEETS.**

For detailed explanation of company conduct sheets see Part III., chap. 6, pp. 99—102.

**QUESTIONS.**

1. Detail in full the powers of a Commanding Officer.
2. What do summary punishments necessarily involve?
3. What must a Commanding Officer do when he intends to award a man a summary punishment?
4. A Commanding Officer omitted to ask a man to whom he awarded 168 hours' detention whether he would be dealt with summarily or be tried by District Court-Martial. Can the man still demand a Court-Martial, and, if so, up to what time is he allowed to make this demand?
5. Comment on the following awards by a Commanding Officer as to their legality or otherwise, etc.
  - Pte. X.—27 days' detention.
  - Pte. Y.—168 hours' detention and 8 days' C.B.
  - Pte. Z. Absent without leave 3 days—7 days' detention.
  - Pte. W. Absent without leave 8 days—14 days' detention.
  - Pte. V.—8 days' detention and 6 days' C.B.

6. When is detention awarded in days and when in hours?
  7. When do the following sentences expire—  
     168 hours' detention, awarded at 10 a.m.,  
         1st May.  
     8 days' detention awarded at 10 a.m.,  
         24th May.  
     168 hours' detention and 6 days' C B. awarded  
         at 10 a.m., 15th May.
  8. A man undergoing a sentence of 8 days' detention awarded on the 8th May, commits a fresh offence on 12th May, for which he receives a fresh sentence of 8 days' detention; when does this sentence expire?
  9. What does a soldier of your particular branch of the Service take with him when he goes to the detention barrack to undergo his award.
  10. What are the restrictions, etc., placed upon a defaulter?
  11. Give the scale of fines for drunkenness.
  12. Give fines in each of the following cases—  
     A man is drunk on 1st April, 1908 (1st offence).  
         "         "         2nd May, 1908.  
         "         "         14th May, 1909.  
         "         "         14th November, 1909.  
         "         "         13th February, 1910.  
         "         "         12th March, 1910.  
         "         "         13th May, 1910.
- Is this man liable to trial by Court-Martial for drunkenness? If so, state why.
13. What punishments can a Commanding Officer award a Non-commissioned Officer?
  14. Can a Commanding Officer award a Warrant Officer a summary or minor punishment?
  15. What are the powers of a Company Commander—  
     (a) *Re* Private Soldiers?  
     (b) *Re* Non-commissioned Officers?
  16. What restrictions may be placed on the powers of punishment of an Officer commanding a detachment and by whom?

## CHAPTER 5.—COURTS OF INQUIRY, COMMITTEES, AND BOARDS.

Committees and Boards differ only from Courts of Inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for Courts of Inquiry, but are in no way bound by them.

**K.R., 676.**

A Court of Inquiry may be assembled by the Army Council, or by the Officer in command of any body of troops, whether belonging to one or more corps, to assist them to arrive at a correct conclusion on any point on which it is expedient for them to be thoroughly well informed.

**R.P., 124 (A) ; K.R., 666.**

Such Court may be composed of any number of members, but usually a President and two members will suffice. The President will be appointed by the Officer assembling the Court, failing this the senior member will preside.

**K.R., 666, 667.**

The ordinary cases in which Courts of Inquiry are held are as follows:—

- (a) To inquire into facts or statements which affect the character or military reputation of an Officer or soldier ; and such Officer or soldier should be present and be given every opportunity of defending himself, cross-examining witnesses, producing evidence in his defence, etc.

**R.P., 124 (F).**

The Court in this case will give no opinion unless so directed by the Convening Officer.

**R.P., 124 (H).**

- (b) To inquire into the loss, damage, theft, destruction or deficiency of any stores, equipment, clothing or supplies belonging to the public.

**K.R., 668.**

The Court will give an opinion in this case.

- (c) To inquire into any structural damage by fire or explosion to any building, if the loss or cost of structural repairs exceeds £50. **K.R., 670.**

The Court will give an opinion in this case.

- (d) To inquire into any injury received by a soldier either on or off duty, unless such injury is certified by a Medical Officer to be very slight and unlikely to cause any permanent ill effect.

In this case the Court gives no opinion ; but the man's Commanding Officer records his opinion on the evidence, stating whether the man was on duty and to blame, or otherwise, and whether he recommends a remission of half (or the whole) of the hospital stoppages.

The proceedings are then sent to the Brigade Commander for confirmation, space being left for his remarks. **K.R., 674.**

- (e) To determine illegal absence of a soldier and deficiency of kit if any. This court is assembled at the expiration of 21 days *from the date of absence, i.e.,* the day on which the soldier became absent, and the day on which the court is assembled, must be excluded in calculating the period of 21 days, before which, the court cannot be legally assembled. The evidence in this case is always taken on oath. The Court if satisfied that such is the case, make a declaration that the man has been absent for a period exceeding 21 days and record his deficiencies of kit mentioning the values of the *unexpired wear* of all articles of public clothing. **A.A., 72 (1) ; K.R., 673.**

N.B.—See specimen of a Court of Inquiry of this nature at end of chapter.

- (f) To inquire into the conduct of an Officer or soldier taken prisoner of war. In this case the evidence is taken on oath and each member makes a

“declaration on honour” given in R.P., 124 (I.) that he will inquire impartially into the circumstances under which the Officer or soldier became a prisoner of war, and that he will not disclose the vote or opinion of himself or any other member of the Court. The Court in this case make a statement of opinion as to whether the Officer or soldier was made prisoner through the chances of war or by misconduct or neglect.

**R.P., 124 (II), (I) ; K.R., 544.**

A Court of Inquiry has no judicial power, it merely collects evidence and reports, offering an opinion in certain cases as explained above. Evidence before it, is not taken on oath, except in cases of illegal absence, and prisoners of war, unless it is directed to be so done, by the Convening Officer, to whom the proceedings are sent. **R.P., 124 (D) & (II).**

Following is a specimen copy of a Court of Inquiry on an imaginary case of illegal absence and deficiency of kit; note that each Officer composing the Court has to affix his signature at the end of the proceedings.

ARMY FORM A. 2.

### SPECIMEN.

PROCEEDINGS of a Court of Inquiry  
 assembled at x  
 on the 2nd Jan., 1910  
 by order of Colonel J. B. Brown  
Comdg. 1st Battalion Blankshire Regiment  
 for the purpose of investigating and recording the  
circumstances connected with the absence  
without leave from his duty, and deficiency,  
if any, in the Arms, Ammunition, Equipment  
and Regimental Necessaries of No... .. Pte. Atkins, T.  
1st Battalion Blankshire Regt.

### PRESIDENT.

Capt. Q.

1st Blankshire Regt.

### MEMBERS.

Lt. P.

2nd Lt Y.

}

1st Blankshire Regt.

### IN ATTENDANCE.

NIL.

The Court having assembled pursuant to order,  
 proceed to take evidence :—



1st Witness. No. .... Sjt. L. 1st Blankshire Regt., having been duly sworn states :—  
 At X, on Dec. 11th, 1909, I was Orderly Serjeant of B Coy., 1st Blankshire Regiment, to which Pte. Atkins belonged. I went round the rooms at tattoo, Pte. Atkins was absent. He is still absent.

On the morning of the 12th Dec. I took an inventory of his kit, and found him deficient of the following articles :—

2 Collar Badges.	}	Articles of Public Clothing and Equipment.
1 Pair Braces.		
3 Flannel Shirts.		
3 Pairs Socks.		
2 Pairs Boots.		
1 Great Coat, value 11s. 4d.		
1 Waist Belt, value 1s. 4½d.	}	
8 Dummy Cartridges, value 8d.		
2 Chargers, value 2d.		

Pte. Atkins' kit was last inspected by an officer Nov. 27th, 1909, when it was found to be complete.

2nd Witness. No. .... Lee.-Corpl. Z 1st Blankshire Regt.,  
 Being duly sworn, states :—

At the barracks X, on Dec. 11th, 1909, as Orderly Corpl. of B Coy., I accompanied Serjt L. round the rooms at tattoo.

Pte. Atkins was absent. He is still absent. Next morning I helped Serjt. L to take an inventory of his kit, and found him deficient of the articles enumerated above.

#### DECLARATION.

The Court declare that No ..... Pte. Atkins, T., 1st Blankshire Regt., absented himself without leave from his Commanding Officer from the barracks at X, on Dec. 11th, 1909, that he is still so absent, a period exceeding 21 days, that he has deserted His Majesty's service, and that he is deficient of the articles enumerated above.

Q.....

Capt., 1st Blankshire Regt.

President.

P..... Lt., 1st Blankshire Regt. )  
 Y..... 2nd Lt., 1st Blankshire Regt. ) Members.

## QUESTIONS.

1. For what purposes, briefly, are Courts of Inquiry assembled?
  2. Under what circumstances is evidence before Courts of Inquiry taken on oath?
  3. What is the usual composition of a Court of Inquiry?
  4. In what cases does the Court record an opinion or make a declaration?
  5. What becomes of the proceedings after signature by members of the Court?
  6. What points has a Commanding Officer to remark upon after receiving the evidence collected by a Court of Inquiry with reference to a soldier's injury?
  7. In what way do Committees and Boards differ from Courts of Inquiry?
-

## PART II.

### DUTIES.

#### CHAPTER 1.—DUTIES OF REGIMENTAL OFFICERS OTHER THAN COMMANDING OFFICERS.

##### *Field Officers.*

The Commanding Officer assisted by the Senior Major is responsible for the systematic and efficient instruction of Officers under him in all professional duties, and in preparation for all examinations for promotion. These Officers are assisted in this, with advice from the General Staff Officers of Commands and Divisions. The methods employed to carry out this system are looked into by General Officers at their inspections. **K.R., 107.**

Field Officers should make themselves thoroughly acquainted with the professional abilities of all Officers under their supervision.

##### *Company Officers.*

Officers Commanding Companies should acquire a similar knowledge regarding their Subalterns, who should at all times look to them for instruction and advice.

Majors of Cavalry and Infantry, other than the Senior Major, will command a squadron or a company, and perform all regimental duties as Captains. **K.R., 111.**

Every Officer Commanding a Company, whether temporarily or otherwise, is charged with the arms, equipment, ammunition, bedding, clothing, and public stores belonging to that company, and he is accountable for them to his Commanding Officer.

On the 3rd of each month each Officer Commanding Company has to render amongst other returns, Army Form B. 293. On this form the number of articles on

charge at the last return is entered in the 1st column, which is headed "In possession 1st ....."; all articles received from whatever source, during the month, are entered in the column which is headed "Receipts." The articles received during the period of the account, together with the articles in the column "In possession," will be shown together in the column headed "Total Receipts." Any articles disposed of, such as articles returned to stores, written off as unserviceable, or deficient, are entered in the spaces under the heading of "Issues," and the same system is carried out with regard to the "Issues." The total "Issues" deducted from the total "Receipts" will be the entries shown in column "Remaining on charge." **K.R., 112.**

In addition, Officers Commanding Companies are responsible:—

- (a) To the Commanding Officer for arms, equipment, etc., on charge as above.
- (b) For provision of necessaries to the men under them.
- (c) For cleanliness of the men, their clothing, arms, accoutrements and barrack rooms.
- (d) For all monies received for pay, etc.
- (e) That such money is expended according to regulation and to the interest of the men.
- (f) That Non-commissioned Officers are properly instructed, proficient in their duties, and are not subjected to risk of loss by having public money in their charge.
- (g) For the investigation of all offences committed by their men.
- (h) For the disposal of all minor offences and entry of all punishments required by regulations in the Company Conduct Sheets.
- (i) For the fitting of boots.
- (j) For correctness of all returns rendered by Companies, etc. **K.R., 112, 484, 1921.**
- (k) Every Officer who has been two years in the Service is expected—
  - (i.) To be able to command and exercise a Company in every situation.

- (ii.) To be acquainted with its interior management, economy and discipline. **K.R., 114.**

*Responsibility for Public Money and Stores.*

An officer entrusted with public money must keep a record of his cash transactions, as required by regulations, and must place the book in which it is kept under lock and key; he is responsible for any money he may entrust to subordinates. All payments must be made by the officer responsible or in his presence. **K.R., 901**

Cash payments to the men must be made in the presence of an Officer and two witnesses (other than the pay-serjeant), who certify that the amounts charged have been paid. In the case of soldiers serving with a detachment where no Officer is present, each man signs a detachment pay sheet. **K.R., 902.**

Officer commanding units supply the accountant with all information affecting the pay of the men under his command. A copy of Part II. of orders is sent to him daily.

*Organization of Companies, etc.*

Each squadron, troop, battery and company will be designated as follows:—Cavalry, R.H.A., R.E. Depôt Companies, infantry, supply and remount companies, A.S.C., and depôt, R.A.M.C.—by a letter of the alphabet, commencing with "A."

Field, Mountain, and Garrison Artillery, R.E., A.S.C., R.A.M.C., A.O.C., and sections of the A.V.C. by consecutive numbers. **K.R., 906.**

Each service squadron in regiments of cavalry of the line will be divided into four troops, the reserve squadrons into two or more troops. Each battery of R.H.A. and R.F.A. will be divided into three sections, each under command of a subaltern officer. Each section will be divided into two sub-sections, each under a "No. 1." The sections will be termed first, second and third, and the sub-sections lettered from A to F throughout the battery.

Each battery of Mountain and company of Garrison Artillery will be divided into sections and sub-sections as above.

Each company of infantry will be divided into two half-companies, right and left, each under a subaltern. These half-companies will be permanently divided into two sections, each under a Non-commissioned Officer. The sections will be numbered 1 to 4. A section will be divided into two squads, each under a Non-commissioned Officer or selected private. **K.R., 907.**

The Subaltern Officers in charge of half-companies will be responsible to the Company Commander and the Non-commissioned Officers or privates in charge of sections or squads will be responsible to the Subaltern Officers.

Subaltern Officers, on joining, will provide themselves with a nominal roll of their charge, and will make themselves acquainted with the disposition, character, age and service of each of their men. **K.R., 907.**

The men belonging to each troop, company, half-company, section or squad, in barracks or camp, will be quartered and detailed for duty together to facilitate supply and supervision and to foster a spirit of comradeship and mutual confidence. **K.R., 908.**

#### QUESTIONS.

1. Who is responsible that the Officers of a unit are instructed and prepared for promotion examinations?
2. What is Army Form B. 293 used for?
3. State briefly what you know about the duties and responsibilities of a Company Commander.
4. What is expected of an Officer who has two years' service?
5. What check is there on cash payments made to men?
6. How does the accountant know the correct sums to debit and credit men's accounts with?
7. How is a company divided?
8. Explain the chain of responsibility that occurs in a company.

## CHAPTER 2.—ROSTER OF DUTIES.

The roster of all duties, whether these duties are performed with or without arms, and whether performed by units or individuals, commences from the senior downwards.

K.R., 916.

Duties are classified as follows :—

*I. Guards—*

- (a) Of the Sovereign ;
- (b) Of Members of the Royal Family ;
- (c) Of Viceroys ;
- (d) Of the Governor of a Colony ;
- (e) Of the Commander in Chief abroad.

*II. Duties under arms—*

- (a) Divisional ;
- (b) Brigade or Garrison ;
- (c) Regimental.

*III. Courts-Martial—*

- (a) General ;
- (b) District ;
- (c) Regimental.

*IV. Boards or Courts of Inquiry—*

- (a) Divisional ;
- (b) Brigade ;
- (c) Regimental.

*V. Working Parties.*

*VI. Fatigues.*

K.R., 917.

The Officers' roster for duties is kept in the unit's orderly-room under superintendence of the Adjutant ; for Brigade or Garrison duties a roster is kept at the Brigade or Garrison Office, and each unit in turn is asked to provide one, or a number of Officers, for certain duties, the Adjutant of the unit detailing the Officers by name from his own roster.

When an Officer's turn for more than one duty comes round, he is to be detailed for the duty that comes first in the order as written above; he will receive what is termed an "overslaugh" for the duty that has happened to come to his turn on that same day, unless he can consistently perform the second duty in addition to the first one.

Officers detailed as "in waiting" for a duty, are not allowed to count it as a tour of duty.

Officers on duty will attend parades and perform such other incidental duties as do not interfere with the special duty they have been detailed to perform. **K.R., 918.**

In case of an Officer detailed for a Court-Martial, so long as the members have assembled and been sworn in, it will count as a tour of duty, no matter if the Court should be dissolved immediately after, for any reasons. **K.R., 919.**

A unit, detachment, guard, piquet or fatigue party, is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground on which it was ordered to parade. **K.R., 920.**

An Officer detailed for any duty in orders, may exchange his duty with another Officer provided he obtains first the permission of the authority by whom he was detailed. **K.R., 921.**

Colonels are not included in the Field Officers' roster, but have special duties assigned to them. **K.R., 924.**

Officers Commanding Regiments of Cavalry, Brigades of Horse and Field Artillery and Battalions of Infantry are exempted from serving as Field Officers of the Day, and on other Garrison duties. **K.R., 925.**

All Majors will do Garrison duty as Field Officers. Brevet Field Officers are to do duty as Field Officers, in Camp and Garrison, but they are also to perform regimental duties according to their regimental rank. **K.R., 926.**



## QUESTIONS.

1. An Officer is detailed for duty as member of a Court-Martial; the court has assembled, but owing to sudden illness of the accused, is dissolved; does this count as a tour of duty for the Officer?
  2. When is a member of a fatigue party entitled to count it as a tour of duty?
  3. What is the rule governing the exchange of duties by Officers?
  4. How do Brevet-Majors stand as regards duties?
  5. If an Officer's turn comes round for two duties on the same day, what course is pursued?
-

## CHAPTER 3.—DAILY DUTIES.

## (A)—DUTIES IN GARRISON.

In every Garrison there is detailed a Field Officer of the Day. Where the Garrison is small, a Captain performs these duties, but is not mounted. Where the Guards are numerous and widely scattered, as in large Garrison towns, a Field Officer and a Captain may be detailed, the latter performing a portion of the former's duties. **K.R., 930.**

In all units there is appointed a Captain of the Day, and if the number of Captains is small, he may be appointed for the week, in which case as a rule, he would perform each of the necessary duties so many times (fixed regimentally) per week. A Subaltern of the Day is appointed in every unit; he must never leave the precincts of the barracks except on duty, and must always appear in uniform. He is termed the Orderly Officer. **K.R., 931.**

The chief calls sounded, on which certain particular duties are commenced or carried out, are as follows:—

- (a) *Reveille*—At which all soldiers must rise. This varies from 5 a.m. in the summer to 6.30 a.m. in the winter.
- (b) *Retreat*—At which certain piquets may mount; defaulters answer their names, etc. Sounded at sunset, varying from 4 p.m. to 7 p.m.
- (c) *First Post*—Between this call and "Last Post," rolls are called in all barrack rooms, and names of men absent without leave are taken down. Sounded usually 9.30 p.m.
- (d) *Last Post (Tattoo)*—The hour for men to turn in to bed. Reports of absentees are collected by the Serjeant-Major at Tattoo Staff Parade from the

Orderly Serjeants and handed to the Orderly Officer. Sounded usually at 10 p.m. **K.R., 927.**

- (c) *Lights Out*—Sounded a quarter of an hour after "Tattoo." Usually 10.15 p.m. **K.R., 928.**

Between "Tattoo" and "Reveille," no call will be sounded except "Lights Out," "Alarm," or "Fire Alarm." When the "Alarm" is sounded, the troops will turn out under arms. **K.R., 928.**

*Chief Duties of the Field Officer of the Day in Garrison.*

- (a) Comes on duty at the hour fixed for Garrison Guard-mounting. Usually 10 a.m.
- (b) Visits all the Garrison Guards by day and by night (mounted, unless otherwise ordered.)
- (c) Takes command of the piquets in case of fire, riot or alarm.
- (d) Visits the branch detention barracks if the Garrison possesses one.
- (e) Visits the guard detention rooms.
- (f) Visits the station hospital.
- (g) Acts as President of the Garrison Board which inspects the rations.
- (h) Receives reports of Commanders of Guards when these come off duty (usually 10 a.m.), and sends them to the Officer Commanding Garrison, together with his own report, in which he has to report any irregularity.
- (i) Does not quit the Garrison or appear out of uniform during his tour of duty. **K.R., 929, 1162.**

*The Duties of the Captain of the Day and Subaltern of the Day.*

These vary in units and at stations.

The following apply to nearly all units in the case of Orderly Officer :—

- (a) To superintend issue of rations, etc.

- (b) To visit the men at breakfasts, dinners and teas, investigating any complaints that are not frivolous ones.
- (c) Visit the regimental guards, turning them out once by day and once by night (after "Lights Out"); ascertain that all are alert and sober, sentries watchful and acquainted with their orders.
- (d) Visit the Regimental Institute, Workshops, Cook-houses and Wash-houses.
- (e) Visit all soldiers in arrest, in guard detention rooms.
- (f) Dismiss the Guards coming off duty.
- (g) To inspect the piquet at "Retreat" and "Tattoo" and take charge of it, if it is called out for a fire, etc.
- (h) Attend Tattoo Staff Parade and collect reports of absentees.
- (i) To see all lights out (except those authorized) on the bugle sounding.
- (j) Must not quit barracks except on duty, and must remain in uniform. Must render report to proper authority.

The Captain of the Day or Week performs a certain number of these duties, if on by the week, each so many times during that week; when he attends, the Subaltern will act under his orders. **K.R., 103, 1161, 1172.**

In a Garrison, the Garrison Provost-Serjeant will perform such duties as the Officer Commanding may direct. He visits canteens, suppresses irregularities and clears barracks of disorderly characters. He is assisted by the Garrison Military Police. **K.R., 661-2.**

#### (B).—DUTIES IN THE FIELD.

The daily duties usually mount when a new halting place has been reached and when a force rests for some time as in a standing camp; hours for duties to mount are noted in orders. **F.S.R., 49 (1).**

The area allotted for quarters to each cavalry or infantry brigade will form a command, termed a *brigade area*, for purpose of discipline and administration in quarters.

**F.S.R., 47 (1).**

A Commander of a brigade area is responsible for all internal arrangements in his area. He allots areas to his units, fixes their alarm posts, and the alarm post for his command.

A Field Officer of the Day, with a Medical Officer and Quartermaster, is appointed in each brigade area, and in each unit an Officer of the Day is detailed, whilst in each squadron, battery, or company an orderly Non-commissioned Officer is appointed.

**F.S.R., 49 (1).**

The Field Officer is responsible that the orders of the Commander of the brigade area are observed, and for sanitation in general.

**F.S.R., 49 (3).**

Regimental Officers of the day and orderly Non-commissioned Officers have similar duties as far as their own areas are concerned.

**F.S.R., 49 (4).**

A Staff Officer, or one representing him, is always at the Staff Office of an area. A Brigade Adjutant of the Day is appointed to act for him in his absence.

**F.S.R., 49 (2).**

An Officer from each unit is sent to the Brigade Office for orders on the alarm sounding.

**F.S.R., 49 (7).**

Fatigues (*i.e.*, routine work connected with the administration of the troops, when the public service requires it) are performed by soldiers, at hours not interfering with their training.

**K.R., 973.**

On field service, working parties should be detailed by companies or battalions, etc., always complete units where possible.

The Officers and Non-commissioned Officers are responsible for the amount of work done, the Engineers seeing that the labour is properly applied.

Some duties hitherto classed as fatigues, are now not performed by soldiers serving with the Colours. However, yards and parade grounds are kept in order by troops, besides the flushing of surface drains, catch pits, and latrines. Whenever possible, fatigues should be performed by defaulters only. **K.R., 1005, 1009.**

Duties such as Guards are to be as sparingly detailed as possible, and where Commanding Officers think that these duties can be efficiently performed by regimental police, this is to be carried out. **K.R., 934.**

#### QUESTIONS.

1. What are the chief bugle calls sounded? At what times are they sounded, and for what purposes?
  2. Give briefly the chief duties of—
    - (a) A Field Officer of the Day.
    - (b) An Orderly Officer.
  3. What is an alarm post?
  4. What is a brigade area?
  5. What are fatigues? What fatigues are usually performed by soldiers?
-

## CHAPTER 4.—GUARDS AND PIQUETS.

Officers Commanding Stations are to have the least number of Guards and Piquets consistent with local requirements, and, as far as possible, a system of police is to replace Guards at the discretion of Commanding Officers.

**K.R., 934.**

Guards will have the requisite amount of ammunition served out to them before going on duty. This supply is collected in the presence of an Officer after the duty has been performed, and returned to the magazine. **K.R., 1722.**

The Guards with which we have to deal include—

- (1) Guards mounted over the person of the King.
- (2) Guards mounted over Viceroys and Governors within their respective Governments.
- (3) Garrison Guards.
- (4) Regimental Guards.

The first two are always commanded by an Officer; Garrison Guards sometimes by an Officer, sometimes by a Non-commissioned Officer; Regimental Guards always by a Non-commissioned Officer.

Guards will take out the Standard of Cavalry or the King's Colour of Regiments of Infantry, only when mounted over the King, a member of the Royal Family, or a Viceroy; and these colours will only be carried at Guard Mounting, when a member of the Royal Family or a Viceroy is present. At all other times these colours are to remain with the regiments.

**K.R., 1768.**

Guards mentioned in (1) and (2) above, and Guards of Honour, will pay no compliments to persons of lesser degree than those over whom they are mounted. Therefore, when such Guards are visited by Officers on duty, they will turn out to them and remain with sloped arms (rifle regiments at the order).

**K.R., 1795.**

Guards mentioned in (3) and (4) will turn out at all times between reveille and retreat to General Officers in uniform and Civil Governors, within the limits of their jurisdiction, and will pay to these Officers the proper compliments, *i.e.*, present arms, bugles sound salute, and drums beat a ruffle.

An Officer under the rank of a General Officer is not entitled to the compliment of the bugle sounding the salute, or the drum beating a ruffle, when Guards "present arms" to him. **K.R., 1796, 1797.**

The only personages to whom Guards are to turn out, whether they are dressed in uniform or not, are members of the Royal Family, the Lord-Lieutenant of Ireland, and Governors within their own districts. No other Officers, not in uniform, are entitled to this compliment. **K.R., 1797.**

A Regimental Guard will turn out once by day to the Commanding Officer of the unit, irrespective of his Army rank, and salute him by presenting arms. **K.R., 1798.**

Guards will turn out at all times when armed parties of any branch of the service approach their posts.

To armed corps they present arms; to other armed parties they remain at the slope (rifle regiments at the order). They do not turn out to unarmed parties. **K.R., 1800.**

Guards pay no compliments between Retreat and Reveille, except Royal Guards to Royalty on certain occasions. They will, however, in the following cases, during that period, turn out, remaining at the slope, on approach of—

- (a) Armed Parties and Corps.
- (b) Grand Rounds.\*
- (c) Visiting Rounds.
- (d) Alarms sounding.
- (e) Fires breaking out.
- (f) At the commencement of Reveille, Retreat and Tattoo sounding.

**K.R., 939, 940, 1800; I.T., 201 (1), (3).**

By Armed Corps must be understood—

- (a) Regiments of Cavalry.
- (b) Batteries of Artillery with their guns.
- (c) Brigades of Royal Horse Artillery and Royal Field Artillery without guns.

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\* *Exception*—Guards present arms to Grand Rounds.



(d) Garrison Artillery, when not less than two companies are present.

(e) Royal Engineers, when not less than four companies are present.

(f) Battalions of Infantry, with or without colours.

**K.R., 1800 (Note).**

Parties marching with arms at the secure and parties with side arms, will pay and return compliments as unarmed parties.

**I.T., 201 (6).**

All Guards turn out at the commencement of Retreat, Tattoo and Reveille sounding, with sloped arms (rifle regiments at the order). The Commanders will then inspect them and see they are all present and correct.

**I.T., 201 (7); K.R., 939.**

Sentries will be relieved every two hours, and in very inclement weather every hour, at the discretion of the Commanding Officer. Hot coffee, free, is provided under regimental arrangements.

**K.R., 941.**

Commanders of Guards are never allowed to quit their Guards, except to visit their sentries, and will only allow Non-commissioned Officers and men leave to quit the Guard under exceptional circumstances.

**K.R., 938.**

When Guards turn out they fall in with sloped arms (rifle regiments at the order), and when commanded by an Officer, he will be three paces in front of the centre of the Guard. Other Officers will take post as in line. When the Guard is commanded by a Non-commissioned Officer, he will fall in on the right of the Guard.

The Officer carrying the colour, when present, will march in the centre of the Guard.

Guards including reliefs, rounds, and patrols will march with sloped arms and fixed bayonets (in wet weather arms to be carried at the secure).

**I.T., 201 (1), (2).**

Guards mount at an early hour in the morning, as a rule 10 a.m., but this varies according to what the General Officer Commanding may think best suited to the climate and season.

All Guards are to be inspected by the Adjutant or an Officer of their unit before going on duty. **K.R., 934.**

All orders concerning the Guard are read and explained to the men as soon as the Guard has mounted, and Commanders must see that no articles of clothing or accoutrements are taken off by their men while on guard. The wearing of the great coat or cloak in the guard-room is, however, optional. **K.R., 935, 936.**

Commanders of Guards will visit their sentries twice by night and twice by day, to ascertain that they are alert and acquainted with the orders of their respective posts; in the case of an Officer's Guard, a Non-commissioned Officer with a file of men will perform the same duty at frequent and uncertain intervals. **K.R., 937.**

Young Officers will be placed on guard with seniors, as supernumeraries for instructional purposes. **K.R., 946.**

Commanders of Guards render their Guard Reports on A.F. B. 160. They also send an immediate report to the Field Officer or Captain of the Day of any unusual occurrence that happens near their Guard. **K.R., 943.**

If any duties are omitted that are printed in the Guard Report, the Commander of the Guard should draw his pen through this portion and initial the erasure.

A patrol or piquet detailed to assist the civil authorities or to quell a disturbance in which soldiers are concerned, will be armed and provided with ammunition, and, when employed in the actual suppression of disturbances, will be under the command of an officer.

A regimental piquet or patrol employed in the apprehension of soldiers may be sent out with side arms only. **K.R., 944.**

G.P.—“A.”

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Every guard will be dismissed on its regimental parade, where it will be inspected and its arms examined. In the case of an Officer's guard, the men will be dismissed by the Commander, after he has reported to any officer of superior rank present on the parade.

**K.R., 945.**

All stores and furniture in charge of a guard will be handed over from one Commander to another.

The Commander of the relieving guard will be responsible for their correctness, and will, in his report, note the conditions of each article when taken over.

**K.R. 947.**

A guard or picquet is entitled to count a tour of duty when it has marched off the ground where it was ordered to parade.

**K.R., 920.**

#### QUESTIONS.

1. What is done with the ammunition collected from a Guard coming off duty?
2. Do Guards ever turn out to Officers not dressed in uniform?
3. What do you understand by an "armed corps?"
4. What is the procedure of a Guard on the approach of—
  - (a) An armed party;
  - (b) An armed corps;
  - (c) An unarmed party.
5. On what occasions do Guards turn out between Retreat and Reveillé?
6. Are Commanders of Guards ever allowed to quit their Guards?
7. Is an Officer Commanding a Guard allowed to take off his accoutrements?
8. Where is the position of an Officer Commanding a Guard when it turns out?
9. What are briefly the duties of a Commander of a Guard?
10. How are men sent on piquet duty to be armed?
11. Who is responsible that stores in charge of a guard are correct, and what happens if a deficiency or breakage is notified?

## CHAPTER 5.—HONOURS AND SALUTES.

## (A).—SALUTES.

The following salutes are given by troops on parade :—

NATURE.	PERSONS ENTITLED TO.	PROCEDURE.
1. Royal Salute.	The King on all occasions.	Standards and colours lowered, Officers saluting, men presenting arms, bands playing National Anthem right through.
2. Royal Salute.	(a) Members of the Royal Family. (b) A Viceroy or Governor of a Colony.	Same as (1) except bands only play 1st six bars of National Anthem.
3. Royal Salute.	(a) Foreign Sovereign. (b) Members of Foreign Royal Families. (c) Presidents of States in which we have an Ambassador.	Same as (1) except that their own National Anthem is played.
4. Royal Salute.	The Crown.	Same as (1) except that bands will not play.
5. General Salute.	Field Marshals.	Same as (6) only all Regimental Colours are lowered, except when a member of the Royal Family is present.
6. General Salute.	(a) General Officers. (b) Inspecting Officers below rank of General Officer.	(1) Mounted Troops: Swords drawn, Officers saluting, band playing 1st part of slow march. (2) Dismounted Troops: Officers saluting, men presenting arms, colours flying, drums beating, band playing 1st part of slow march.

K. R., 1773.

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Standards, guidons, and colours when uncased, are at all times to be saluted with the highest honours, viz., arms presented, trumpets or bugles sounded, drums beating.

**K.R., 1773 (ix.).**

Officers and soldiers passing troops with uncased colours, will salute the colours and the Commanding Officer (if senior). **K.R., 1780.**

Officers, soldiers, and colours passing a military funeral will salute the body. **K.R., 1781.**

Armed parties in paying compliments on the march will be called to "Attention," infantry will "Slope," rifle regiments will "Trail Arms," and the command, "Eyes Right (or Left)" will be given; mounted units will "Carry Swords." **K.R., 1782.**

These compliments will not be paid on manœuvres, at field training, or on active service.

An Officer commanding an armed party, passing a Guard, will draw his sword before giving the commands as above. When in command of an unarmed party he will salute with the right hand. **K.R., 1783.**

All Officers will salute their seniors, on duty or on parade, before addressing them. When in uniform they will salute with the right hand, in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the *senior* only.

**K.R., 1784.**

Warrant Officers, Non-commissioned Officers and men, will salute all Officers whom they know to be such, whether in uniform or not.

**K.R., 1788.**

Non-commissioned Officers and men will address Warrant Officers as Officers, but will not salute them. **K.R., 1789.**

#### (B).—ARTILLERY SALUTES.

Artillery salutes consist of firing a certain number of guns on various occasions. They are fired only at certain stations, and these are enumerated in para. 1806, King's Regulations.

Royal Salutes consist of 21 guns, except those fired from St. James's Park, which consist of 41 guns, and those from

the Tower, for which the number is laid down in the regulations for that fortress.

Royal salutes are fired on such occasions as :—

- (a) The arrival and departure of the Sovereign, a Member of the Royal Family, or a Foreign Sovereign, etc.
- (b) On passing vessels flying flags denoting the presence of the Sovereign or Prince of Wales.
- (c) On anniversaries, such as the birthday, accession and coronation of the Sovereign.

Salutes (c) are fired at noon as a rule. **K.R., 1807.**

*Other Salutes—*

- (a) For Ambassadors, Lords of the Admiralty, and the Army Council (in a corporate capacity), 19 guns is the salute.
- (b) For the Secretary of State for War, Governors-General of Canada or Australia, the Governor-General of the Union of South Africa, Governors or High Commissioners of His Majesty's Colonies, Protectorates, etc., 17 guns is the salute.
- (c) Lieutenant-Governors or Commissioners are entitled to 15 guns as a salute on certain occasions.

Other Naval and Diplomatic Officers are also entitled to a salute of a certain number of guns. **K.R., 1809.**

**(C).—GUARDS OF HONOUR.**

A Guard of Honour, as a general rule, consists of 100 rank and file, with a Captain in command and two Subalterns (one carrying the Standard of Cavalry or King's Colour of Infantry). A proportion of Serjeants and the Band will attend. Such a Guard attends :—

- (1) Upon the King and other Royal personages, and upon the Presidents of those Republican States in which the Sovereign is represented by an Ambassador.
- (2) At State Ceremonials.

A Guard of Honour of similar strength, but with the Regimental Colour, will attend upon Governors and Lieutenant Governors of His Majesty's possessions, on such occasions as are customary, within their Government. **K.R., 1793.**

A Guard of Honour of 50 rank and file with two Officers (one carrying the Regimental Colour) and a band will attend:—

- (1) To receive a General Officer Commanding-in-Chief upon his arrival and departure at an official inspection in his district.
- (2) When a Foreign General or Flag Officer lands at a Military Station in His Majesty's dominions, and visits the Civil Governor or Officer in Command.
- (3) When a General Commanding abroad takes up, or finally quits, his command.
- (4) When a Naval Commander-in-Chief lands for the first time at a port in his command.
- (5) To receive distinguished personages other than those mentioned above, or upon occasions when it is deemed expedient.

**K R., 1794.**

#### QUESTIONS.

1. To what personages is the Royal Salute given by troops upon parade?
2. What is the procedure when the Royal Salute is given to a Governor of a Colony?
3. What Officers are entitled to a General Salute from troops on parade?
4. Do Officers salute cased colours at any time?
5. How do armed parties pay compliments—
  - (a) On the March;
  - (b) On Manœuvres.
6. Does a Private soldier salute a Warrant Officer when addressing him?
7. By whom is a soldier's salute acknowledged when two or more Officers are together?
8. When is a Royal Salute of Artillery fired, and of how many guns does it consist?
9. What is the composition of a Guard of Honour attending upon a member of the Royal Family?
10. What is the composition of a Guard of Honour drawn up to receive a General Officer taking up a command abroad?

## CHAPTER 6.—DUTIES IN AID OF THE CIVIL POWER.

Troops are only taken out to aid the Civil Power in cases where the latter are unable to cope with public disturbances and maintain the public peace.

They will not, except in cases of great emergency, be taken out without a requisition in writing or by telegram, from a Chief Constable or Magistrate having jurisdiction in the place where their services are required. **K.R., 949.**

This duty is one of the most disagreeable tasks that a soldier can be called upon to perform in time of peace, and it should be the last expedient of the civil authorities to call out the troops to their aid.

The public disturbances they may be called upon to quell, may be classified as—

- (a) Unlawful Assemblies;
- (b) Riots;
- (c) Insurrections.

(a) An Unlawful Assembly is the meeting together of a number of people for a lawful or unlawful purpose, with the intention of carrying out that purpose in an unlawful manner. The commission of an act of violence is unnecessary to make the assembly unlawful, if its character is such as to alarm people of reasonable courage.

**Man., Chap. XIII. (2).**

(b) A Riot is a disturbance of the peace by three or more persons assembling on their own authority, with intent to assist one another against any who oppose them, in carrying out some enterprise of a private nature, and afterwards executing the same in a violent manner to the terror of the public.

**Man., Chap. XIII. (4).**

(c) An Insurrection differs from a Riot, in that it has for its objection something of a public or general nature, and is in fact a species of treason. **Man., Chap. XIII. (6).**



It will be seen from the foregoing definitions that an unlawful assembly and a riot are different stages, as it were, of the crime of insurrection.

An unlawful assembly is one which may reasonably be expected to cause danger to the public peace, through the actions of persons constituting the assembly. As soon as an act of violence is perpetrated it becomes a riot, while if the act of violence be one of a public nature, and with the intention of carrying into effect any general political purpose, it becomes an insurrection or rebellion, and not a riot.

Breaking into houses and destroying property are crimes incidental to riots, whilst an insurrection almost always involves murder, or attempts to murder. All persons present at the commission of such crimes are equally principals, though some may have actually taken no part in the transaction. **Man., Chap. XIII., 9 & 11.**

#### TROOPS LIABLE TO BE CALLED OUT.

The liability of troops to be called out in aid of the civil power is as follows:—

The Regular Forces, though not liable by actual law, it has been the custom to employ them when necessary, and Parliament has recognised their employment by granting allowances.

The Army Reserves are always liable. **R.F. Act, s 5.**

The Territorial Force is not liable to be called out as a military body, no provision being made for this under the Territorial and Reserve Forces Act. But soldiers of this Force are not exempt from the general obligation on all His Majesty's subjects, to assist when called on, to suppress riots and quell disturbances. **R.T.F., 212, 213.**

#### GENERAL INSTRUCTIONS.

When troops are called out, the General or other Officer to whom application for assistance is made must notify the fact by telegram to the War Office and to the General Officer Commanding-in-Chief of the Command.

The Officer who commands the party sent in aid will report daily in writing to the War Office, as well as to the Officer Commanding the station from which he has been detached. **K.R., 948.**

When the detachment does not exceed 20 files, it will be told off into four sections. If it exceed 20 files it will be told off into more than four sections. **K.R., 961.**

The Officer Commanding troops sent will consult with the Magistrate and Senior Police Officer present, and decide as to the disposition of the troops. **K.R., 952.**

A Magistrate must accompany the troops to the scene of the disturbance, and should the troops be divided a Magistrate must accompany each division. The Magistrates should keep as near the Officers Commanding as possible. **K.R., 951, 953.**

In case of a riot, the Magistrate must read the Proclamation under the Riot Act, calling upon all present to assist him in the suppression of the riot. All those persons who do not disperse within 1 hour (that is, if 12 or more remain) will be guilty of felony. **K.R., 955.**

If the Magistrate concludes that the police cannot cope with the situation, *whether the proclamation has been read, or not*, it is his duty to request the Officer Commanding troops to take action. This request should be made in writing, *if possible*. **K.R., 956.**

It is then the duty of the Officer to take such military steps, as, in his opinion, the situation demands. Both the Magistrate and the Officer are each responsible for any action ordered by them. **K.R., 957.**

The crucial point in such cases is the fact that the law of the land holds no one compelled to obey an illegal order, or, indeed, justified for his illegal action because it was ordered by a superior. Hence, neither Officer nor men are justified in using unnecessary force, the one simply because the Magistrate ordered it, or the others because the Officer ordered it.

If the Officer considers force unnecessary he need not use it, even if ordered to do so by the Magistrate, and if he considers it necessary, he may use it, even if requested not to do so by the Magistrate.

**Man., Chap. XIII. (35).**

All commands to the troops themselves must be made by the officer; the troops are not on any account to fire except by word of command of their own Officer, and he must exercise a humane discretion in deciding the number of rounds to be fired, and the objects aimed at.

He must also endeavour to inform the people that if he does fire, his fire will be effective.

To fire over the heads of the crowd is not right, it favours the most daring and sacrifices the less daring, and even the innocent.

**K.R., 959, 960, 965.**

The taking of life can only be justified by—

- (1) The necessity of protecting persons or property against various forms of violent crime.
- (2) The necessity of dispersing a riotous crowd which is dangerous unless dispersed.
- (3) The case of persons whose conduct has become felonious through disobedience to the Proclamation of the Riot Act, and who resist the attempt to disperse or apprehend them.

**Man., Chap. XIII. (36) (note).**

A person whose duty it is to suppress a riot is in a very difficult position; if by his acts he causes death, he may be liable to be indicted for murder or manslaughter, and if he does not act he is liable to be accused of criminal neglect. He is, therefore, compelled to hit the precise line, however difficult this may be to do. At the same time the law has always made a liberal allowance for the difficulties of persons so circumstanced, and persons whose intentions are honest and upright, and who act with firmness to the best of their judgment, need seldom fear the results of inquiry into their conduct.

**Man., Chap. XIII. (36).**

## QUESTIONS.

1. When the civil authorities find themselves unable to cope with a situation brought about by a riot, what is the course of action to pursue?
  2. Differentiate between a riot and an insurrection.
  3. What is the actual effect of reading the Proclamation under the Riot Act?
  4. Discuss the case of an Officer who gives an order to fire, at a riot, on receipt of a written request to do so from an accompanying Magistrate, when he is still of opinion that the circumstances do not as yet justify that action.
  5. Can troops take action at a riot before the reading of the Proclamation?
  6. What circumstances would undoubtedly justify a Magistrate in requesting an Officer to take action, and that Officer in subsequently ordering his men to fire at a riot?
  7. A party consisting of 1 officer and 50 men is ordered to proceed by road to aid the civil power. Give briefly the principal points which guide the officer in carrying out the duty.
  8. What troops are liable to be called out in aid of the civil power?
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## PART III.

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### MISCELLANEOUS.

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#### CHAPTER 1.—ENLISTMENT.—CONDITIONS OF SERVICES.

##### *Terms of Service.*

					With Colours.		In the Reserve.
Household Cavalry	...	...	...	...	8	...	4
Cavalry of the Line	...	...	...	...	7	...	5
R.H.A. and R.F.A.	...	...	...	...	6	...	6
R.G.A....	...	...	...	...	8	...	4
R.E.	{	Sappers	...	...	3	...	9
	{	Drivers	...	...	2	...	10
	{	Men enlisted as Military					
	{	Mechanists	...	...	12	...	Nil.
		Telegraph Reserve	...	...	3	...	3
Foot	{	Men enlisted as Bandsmen	...	...	12	...	Nil.
Guards	{	Other Recruits	...	...	3	...	9
Infantry of the Line	...	...	...	...	7	...	5
A.S.C.	{	Drivers	...	...	2	...	10
	{	Supply...	...	...	3	...	9
	{	Mechanical Transport...	...	...	7	...	5
R.A.M.C.	...	...	...	...	3	...	9
A.O.C.	{	Armourer and Armament					
	{	Artificer Section	...	...	12	...	Nil.
		Other Recruits	...	...	6	...	6
Boys of all Arms	...	...	...	...	12	...	—

**R.R., 94; A.O., 23.**

##### *Special Enlistments.*

Applications for special enlistments are sometimes made to the various authorities laid down in para. 85, Recruiting Regulations, to meet cases where applicants—

- (a) Do not conform to the height and chest measurement regulations.

- (b) Do not conform to the age regulations.
- (c) Are married men.
- (d) Are Widowers with one or more children.
- (e) Are men wishing to join a corps not open for enlistment.

*Extension to complete 12 years with the Colours.*

A warrant officer has the right at any time to extend to complete 12 years with the Colours.

A Non-commissioned Officer not below the rank of bombardier or second corporal (except a military mechanist for Ballooning, R.E.), will be allowed to extend after one year's service as such, provided he does so within one month of the expiration of such year. He may afterwards be allowed to extend at the option of his Commanding Officer.

A trumpeter, drummer, bugler or piper is required to extend his service on appointment as such, and to resign his appointment before transfer to the Reserve.

Any other soldier may, at any time when in his last year of service, excluding the extra year for which he is liable if serving abroad, be allowed to extend his service by his Commanding Officer, provided he is efficient and in possession of at least one good conduct badge.

A soldier will not be permitted to extend his Colour service after being sent home for transfer to the Reserve.

**K.R., 263.**

*Re-engagement.*

A soldier, if medically fit, is allowed to re-engage to complete 21 years' Army service. This period is reckoned from the date of attestation.

	When.	Conditions.	To be authorized by.
Warrant Officers, Staff-Serjeants, Serjeants.	Any time after completing a years' service.	Subject to Veto of G.O.C. in C. In India G.O.C. Division.	The C.O.
Other Soldiers.	Any time after completing 11 years.	If efficient at the discretion of the C.O.	The C.O.

**K.R., 264.**

*Continuance in the Service beyond 21 years.*

The officer in charge of records is the competent military authority for authorizing continuance in the Service beyond 21 years.

A Warrant Officer's continuance is subject to the conditions as regards discharge for age laid down in the pay warrant. The age for Corporal-Major or Serjeant-Major (except Serjeant-Major of a *depôt* at home) is 45. Bandmasters not liable to service abroad, 60, liable for service abroad, 55; 1st Class Staff Serjeant-Major, A.S.C., 55; all other Warrant Officers, 50.

Non-commissioned Officers and men may be recommended by their Commanding Officers to continue in the Service beyond 21 years in special cases; the sanction of the Officer in Charge of Records is essential.

**K.R., 270.**

A Commanding Officer can at any time bring forward for discharge a soldier (other than a Warrant Officer) who has been permitted to continue in the service beyond 21 years. One month's notice should, as a rule, be given to the soldier.

A soldier (including a Warrant Officer) allowed to continue in the Service beyond 21 years, may claim his discharge after the expiration of three months' notice to his Commanding Officer. The Commanding Officer may diminish this period in the interest of the soldier.

**K.R., 271.**

### QUESTIONS.

1. What are the terms of service for the unit to which you belong?
2. State briefly under what circumstances men are recommended for special enlistment.
3. What men have the *right* to extend their service?
4. Under what circumstances may a serjeant extend his service with the Colours?
5. Under what circumstances may a private soldier extend his service?

6. What do you understand by the term " re-engage-ment?"
  7. Under what circumstances may a private soldier be allowed to re-engage?
  8. Under what circumstances can a Warrant Officer re-engage?
  9. What does the term " continuance in the Service " refer to?
  10. Who is the competent authority to authorize continuance in the Service?
  11. At what age is—
    - (a) A Warrant Officer,
    - (b) A Bandmaster,liable for discharge?
  12. Can a soldier who has been allowed to continue in the Service claim his discharge? If so, under what circumstances?
  13. Can a Commanding Officer bring forward for discharge the name of—
    - (a) A Soldier,
    - (b) A Warrant Officer,who has been allowed to continue in the Service? If so, under what circumstances?
  14. Can a soldier who has been sent home for transfer to the Reserve, be permitted to extend his service with the Colours?
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## CHAPTER 2.—OFFICERS' MESSES AND GARRISON AND REGIMENTAL INSTITUTES.

### (A).—OFFICERS' MESSES.

Every Officer of the corps must be a member of the Regimental Mess. The Commanding Officer is responsible that all regulations are observed and that no unnecessary expense is incurred. **K.R., 1117.**

All mess bills and authorized subscriptions have to be paid monthly and must be settled by the 7th of the month, for the preceding month. **K.R., 1119.**

All Officers present at Headquarters are to be dining members, except married Officers, and when their wives and families are absent, married Officers must also be dining members. **K.R., 1120.**

A Serjeant acts as Messman or Caterer, but no Non-commissioned Officer is to be employed in any menial capacity. **K.R., 1122.**

A mess allowance, which varies in units, details of which are laid down in the Allowance Regulations, para. 529, is granted to all Regimental Messes by Government in aid of the maintenance of the mess. **A.R., 527.**

A mess meeting is held once a quarter, and at such, the votes of the Officers are taken on any proposition on which a difference of opinion exists. **K.R., 1127.**

The accounts of the Officers' Mess, Wine and Billiard Funds, are laid before a quarterly audit board, assembled by a Commanding Officer, and the proceedings of this board are produced at the quarterly mess meeting. **K.R., 105.**

The senior combatant Officer present in the mess is responsible for the maintenance of discipline. **K.R., 1129.**

The Brigade Commander, at his annual inspection, will closely investigate the manner in which the mess

has been conducted, and will report to the Army Council, should he find any infraction of the regulations.

**K.R., 1131.**

Messes are now furnished at the Government expense, and all members of Officers' Messes pay 1d. a day for this; also for furnished quarters, Field Officers pay another 2d. a day, other Officers a further 1d. a day.

If the mess is furnished at the public expense an Officer, on joining, has no contribution to pay to the mess funds, nor does he have to pay any on promotion.

**K.R., 1133.**

All Officers on the strength of a unit, whether present or absent, have to pay a subscription to defray ordinary expenses, at a rate fixed by the Commanding Officer, but not exceeding eight days' pay of their regimental rank yearly.

Married Officers pay only one-half of the annual subscription when they do not attend the mess as dining members.

**K.R., 1140.**

An Officer who, for the benefit of the Service, attends a class or course of instruction at an institution or station where no mess is available, will not, during the period of the course, pay mess subscriptions to his own unit.

**K.R., 1142 (a); A.O., 11<sup>05</sup>.**

Seconded Officers, Majors holding extra regimental appointments who are not seconded, but whose places are filled by an additional Captain, and such Adjutants of Reserve battalions who, not being seconded, are retained on the establishment of their Battalions, are exempt from payment of subscriptions to their units.

**K.R., 1146.**

The monthly charge for all incidental expenses, not covered by the annual subscription of Officers, should not exceed 10s. in ordinary, and 15s. in extraordinary, circumstances.

**K.R., 1149.**

#### (B).—REGIMENTAL INSTITUTES.

A Regimental Institute is established in every unit, to supply troops with the best articles at the lowest prices, and to provide means of recreation and amusement for the men.

**K.R., 1166.**

G.P.—“A.”

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It is divided into (as a rule)—

- (1) The Liquor Bar (Canteen) ;
- (2) Grocery Shop ;
- (3) Coffee Room ;
- (4) Recreation Room (which includes the Library  
Billiard-room, Theatre, etc.) **I.M.R.I., 1.**

All premises of the Institute will be visited frequently by the Commanding Officer, occasionally by the Medical Officer doing duty with the unit, and daily by the Captain or Subaltern of the Day. **K.R., 1172.**

The Brigade Commander will supervise and control all Institutes, and will decide all questions requiring sanction of authority superior to that of the Commanding Officer of the unit. **K.R., 1171.**

A committee of management of three Officers will be appointed by the Commanding Officer. It will have for its President a Field Officer ; no Officer of the Regimental Staff is to be a member.

The Officer Commanding the station will decide the hours during which the liquor bar is to remain open, but it is never to be open during the hours of Divine Service on Sundays. The Commanding Officer of the unit will arrange for the hours the remaining branches will be open to the men. **K.R., 1173.**

Defaulters will be excluded from the canteen except during one hour only in each day, to be fixed by the Commanding Officer. **K.R., 1174.**

Officers, soldiers, with their families, and servants, and certain civilian employes, to whom the General Officer Commanding is authorized to grant special permission, certain civilians permanently employed on military services in barracks or camps, are the only persons allowed to purchase stores, etc., at the Institute. **K.R., 1175 ; A.O.  $\frac{261}{10}$ .**

With the exception of the Accountant (a Non-commissioned Officer selected by the Commanding Officer), in an institute which is conducted on the regimental system, no soldier

on an Army engagement (except the librarian, who should usually be a private, but never above the rank of corporal, and the members of the library committee of a garrison library), is to be employed in the regimental institute.

**I.M.R.I., 8, 57, 59; A.O.,  $\frac{1}{8}$ .**

The coffee room will be associated with the grocery shop, but a separate room should, if possible, be allotted to it, and if not, a partition should divide the two. It will, whenever possible, form an adjunct to the recreation room.

**I.M.R.I., 15.**

*The coffee room* may be associated with the canteen, as in an ordinary restaurant, provided a sufficiently commodious and comfortable room is available for the use of abstainers.

**I.M.R.I., 53A; A.O.,  $\frac{2}{7}$ .**

*Recreation rooms.*—When accommodation admits, each unit should have two recreation rooms, under charge of the regimental librarian, viz.—

- (a) A reading room,
- (b) A room for games.

The recreation rooms are open to all soldiers who are subscribers. The subscription is included in the amount charged for consolidated stoppages, and is paid by Officers Commanding Companies to the committee of management.

**I.M.R.I., 52.**

Garrison libraries supply books to the recreation rooms, and the librarian, who should be a Private and never above the rank of Corporal, should have charge of these books.

Smoking is allowed in the recreation room, and arrangements for the supply of tea, coffee, etc., may be made, but no wine or spirits. Beer may be supplied by the glass in billiard rooms of recreation rooms, and in the coffee-room, either with or without other refreshment, at the same hours as it is procurable in the canteen.

**I.M.R.I., 53; A.O.,  $\frac{2}{7}$ .**

## QUESTIONS.

1. What Officers must be dining members of an Officers' Mess?

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2. Who is responsible for maintenance of discipline in an Officers' Mess ?
  3. What branches have a Regimental Institute, and for what purpose is the Institute inaugurated ?
  4. Who is responsible for the management of the Regimental Institute ? Give details of its organization and system of management.
  5. Are soldiers who are defaulters allowed inside the Canteen ?
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### CHAPTER 3.—SOLDIERS' MESSING AND COOKING.

The system of messing and cooking, as regards the soldier, has undergone considerable change in the past few years. A great improvement in the general status of the soldier has necessitated a more up-to-date style of living.

In the place of the old system of messing by sections, etc., in the barrack-rooms, where the men also slept, soldiers are now in the majority of cases messed on what is termed the "restaurant system" and special large rooms are set aside in which they partake of all their regular meals.

Table cloths, better crockery, etc., are as a rule provided under regimental arrangements, and the men themselves have little to do with this department, a method essentially different from that formerly in vogue.

The rations, details of which are given later on, are drawn by the company orderly men under the Orderly-Corporal, after inspection by a Garrison or Regimental Board, and in the presence of the unit's Orderly Officer, who is there to see that each company gets a due proportion of lean, fat and bone, and fair weight according to the numbers in mess.

There is a Serjeant-Cook to each unit, under whose superintendence all cooking for the unit is carried out. Each company has a cook of its own, the company cook, who looks after the meals of his particular company, and this man should not be changed except at long intervals, or for misconduct.

The Commanding Officer may, under exceptional circumstances, detail an assistant cook to a company, but this man should be changed weekly.

**K.R., 1163.**

The Serjeant-Cook must hold a parchment certificate of qualification from the School of Cookery, Aldershot, and the issue of this confirms the man's appointment. A second

cook may be trained at Aldershot, for any unit entitled to a Serjeant-Cook, to take his place when necessary, or to superintend cooking for a detachment. **K.R., 1164.**

It is the Commanding Officer's duty to see that the soldiers' meals are properly and sufficiently provided. The groceries, vegetables, milk, etc., should be obtained through the regimental institute. For a full description of the company messing book see page 102. **K.R., 1159, 1160.**

The unit's Orderly Officer will inspect the kitchens and regimental cookhouses daily, to see that they are clean and in good order ; no food should be placed on or near the floor, and no pet animals (dogs, etc.) should be allowed on the premises. He also visits the men at meals as before mentioned, to ascertain if the men have any complaints to make, and if so he will investigate these complaints, unless they appear to be frivolous ones. **K.R., 1161.**

Each unit has a meat store of its own, and in this the meat is kept before issue to companies, etc. ; the key of this store is kept in charge of the Non-commissioned Officer of the Guard and so is always available for an Inspecting Officer. Where there is no Guard, other arrangements are made so that the key is always accessible when required. **K.R., 1162.**

### RATIONS.

Every Warrant Officer, Non-commissioned Officer and man is entitled to a free ration daily.

This ration is made up as follows :—

#### *At Home.*

1 lb. bread.

$\frac{3}{4}$  lb. meat fresh or 1 lb.  
(nominal) preserved.

Under canvas—

1 lb. bread, 1 lb. fresh or 1 lb. (nominal) preserved meat.

#### *Abroad.*

1 lb. bread.

1 lb. fresh meat or 1 lb.  
(nominal) preserved meat.

Flour may be issued in lieu of a portion of the bread ration. The flour so issued will be equivalent in value to the bread for which it is substituted.

At stations abroad, in addition to above, each officer gets a free ration;  $\frac{1}{2}$  ration is given for the wife of each soldier on the married roll, and  $\frac{1}{4}$  ration for each child under 14 years of age, of soldiers on the married roll. A ration may also be drawn for each civilian groom which a mounted officer is entitled to have, when that officer is not drawing servant allowance, and provided that he cannot obtain the services of a soldier-groom.

**A.R., 17, 23, 23 (A) ; A.O.,  $\frac{10s}{8}$ ,  $\frac{26s}{8}$ .**

Additions to the ordinary ration, may be sanctioned by the General Officer Commanding under exceptional circumstances such as—

- (1) Unexpected delay at hour of embarkation ;
- (2) Exigencies of the service at manœuvres ;
- (3) Troops being employed on unusually long duties.

**A.R., 26.**

Groceries are not supplied as a public issue, except at stations abroad where special scales are in force.

**A.R., 24.**

A soldier is provided with groceries, milk, vegetables, etc., in addition to his ration above detailed, but he is required to pay for these, and a charge is made against each soldier for extra messing. It is fixed at a daily rate, laid down by Commanding Officers of units. This charge is usually about 3d. a day for corporals, private soldiers, etc., and 6d. a day for members of the Serjeants' Mess, and is charged under what is known as the consolidated stoppages, shown in the Pay and Mess Book.

### *Messing Allowance.*

To meet this charge, all soldiers are granted a daily messing allowance of 3d. a day from the day they join as recruits, provided they are 18 years of age.

**A.O.,  $\frac{2s9}{7}$ .**

This allowance is not given when a full field service ration is issued as on active service, otherwise it is drawn for every day on which the soldier draws pay, except when owing to injuries or sickness, not due to active service, the soldier is in a military or civil hospital.

**A.R., 87, 88.**



*Subsistence Allowance.*

When men are confined in the guard detention rooms, and thereby forfeit pay, a ration is drawn for them, together with a money allowance which must not be greater than the charge for extra messing and washing to which the soldier would be liable if in receipt of pay. This allowance is termed a subsistence allowance. **A.R., 84.**

*Allowance in lieu of Rations.*

An allowance in lieu of rations may be drawn by the following :—

- (1) All persons entitled to rations, when there is no contract at the station for rations or who when travelling cannot be supplied with them ;
- (2) Married Warrant Officers ;
- (3) Men on Pass or Furlough ;
- (4) Non-commissioned Officers and men employed in recruiting service ;
- (5) Recruits who have not been finally passed into the service or who join too late to be included in the ration return for days on which they are entitled to pay ;
- (6) Servants to officers living a distance from barracks ;
- (7) Men employed in an Officers' Mess ;
- (8) Soldiers employed on a duty which the General Officer Commanding thinks, renders it desirable for them to have the allowance.

(6) and (7) require the authority of the Officer commanding unit.

The amount of this allowance is 6d. a day at home stations. **A.R., 31.**

**QUESTIONS.**

1. How are soldiers' rations drawn ?
2. How is the cooking carried out for the men of your unit ?

3. Whose duty is it to see that the soldiers have proper meals ?
  4. What course should an Orderly Officer take, when a man makes a complaint at a meal ?
  5. Where is the key of the meat store kept ? Why is it kept at this place ?
  6. Of what does a free ration consist, and who is entitled to one at home ?
  7. What is the system by which a soldier is provided with groceries, milk, etc. ?
  8. What is a subsistence allowance ?
  9. Who is entitled to draw a money allowance in lieu of rations ?
  10. What is the amount of allowance in lieu of rations ?
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## CHAPTER 4.—LEAVE AND FURLOUGH.

## (A).—LEAVE—OFFICERS.

*Leave* is granted to Officers; *Furlough* to Warrant Officers, Non-commissioned Officers and men.

Leave commences to count at home from the date on which an Officer leaves his station.

Abroad (except in India) from the date on which he embarks.

In India, leave commences from the date on which he is struck off duty, except in the case of leave out of India on medical certificate, when it commences from the date of embarkation.

Officers must be present with their units on the day on which their leave terminates, and they are to make themselves acquainted with all orders issued during their absence.

**K.R., 1263.**

Officers proceeding on leave, will give their addresses and notify any change of them to their respective Adjutants. When an Officer is promoted during leave, either in the same or into another unit, or is transferred or removed to, or exchanges into, another unit, his leave is thereupon cancelled without further orders. (Leave on medical certificate is an exception to this.)

**K.R., 1268.**

No Officer on the Active List may quit the United Kingdom without special permission. An Officer not below the rank of Brigade Commander may grant permission to Officers under his command to proceed to any country in Europe, or to any British Colony. When granting leave to proceed abroad, he will notify the War Office; leave to the Colonies will be notified by him to the Officer Commanding Forces of the Colony concerned. Leave to visit other countries must be obtained from the War Office.

Leave will not be granted to visit countries where war is existing or imminent.

**K.R., 1275; A.O., 201.**

Officers will not attend any foreign manœuvres without first obtaining from the War Office permission to do so.

**K.R., 1277.**

Officers travelling abroad are forbidden to volunteer for, or to take part in, any military expedition. If an Officer contemplates spending a fortnight in a country where there is a British military attaché, he will inform that Officer of his address and movements.

**K.R., 1276.**

### *Home Service.*

General Officers Commanding-in-Chief may grant leave to Officers at such times and for such periods as their services may be spared. The authority may be delegated to Commanding Officers and Heads of Departments.

**K.R., 1279.**

A General Officer Commanding-in-Chief may, on recommendation of a Medical Board, grant leave to Officers for a period not exceeding six months.

**K.R., 1280.**

### *Abroad.*

General Officers Commanding-in-Chief abroad will use their discretion in giving leave to Officers on such claims as—

- (a) Length of service ;
- (b) Ill health (certified by a medical board) ;
- (c) Urgent private affairs (which plea will be explained).

**K.R., 1284-5.**

An Officer serving continuously on the West Coast of Africa for twelve months, or whose tour of service on the West Coast is, in the interests of the public service, terminated before the completion of 12 months (including any time spent at Madeira or Canary Islands on sick leave, or ordinary leave of 61 days in the year) may be granted leave at home (with passage to and from the United Kingdom) at the rate of one day for every two days' service on the Coast.

**K.R., 1290.**

Officers travelling without troops, whether at the public expense or not, on arrival in the United Kingdom will immediately report in writing to the War Office, giving address, date of arrival, name of vessel, port of disembarkation, and copy of authority under which they have returned.

**K.R., 1511 (vi).**

Officers returning home sick, who have not been examined by a Medical Board, will be examined at the military station nearest to their intended place of residence, at which a board can be assembled. **K.R., 1294.**

Officers will not apply for extension of leave from stations abroad, except on urgent private grounds, an explanation of which must accompany any such application. **K.R., 1291.**

(B).—FURLOUGH—SOLDIERS.

The duration of the furlough season at home is left to General Officers Commanding-in-Chief, but usually it extends from October 1st to February 1st.

The furlough season abroad varies, and is notified in the Standing Orders of the Command. **K.R., 1299.**

A furlough is an indulgence granted at the discretion of the Commanding Officer; and before a soldier is able to obtain any such furlough he must be dismissed recruits' drill and be out of debt. Furloughs must be made out on A.F. B, 295A, and stamped with the regimental office stamp. If the soldier has permission to wear plain clothes when on furlough it will be recorded on the form and initialed by the Officer granting the concession. **K.R., 1298, 1301.**

Furloughs not exceeding two months may be granted to soldiers, other than invalids, prior to discharge or transfer to the Reserve. **K.R., 1310; A O.,  $\frac{22}{14}$ .**

*At Home.*

A soldier on furlough is not to quit the United Kingdom without special permission from an Officer not below the rank of Brigadier-General. **K.R., 1304.**

A soldier on furlough is to leave his address with the Officer Commanding his company, and his pay is sent to him weekly by money order. Soldiers proceeding on furlough will not take with them any arms or accoutrements, save their waist-belts. **K.R., 1302, 1712.**

*Abroad.*

Special furloughs (and passages to and from the United Kingdom) will be granted to unmarried Warrant Officers and Non-commissioned Officers not under the rank of Corporal, who, having completed six consecutive years' service abroad, are eligible for, but not desirous of, transfer to service at home; but this is not granted unless the man will have two years' unexpired service on his return from furlough.

**K.R., 1308.***Sickness on Furlough.*

A soldier who requires medical aid on furlough should apply to the Officer Commanding the nearest military station. When this is impracticable, he will apply to a civil practitioner, show him his furlough paper, and he will be allowed to charge for attendance at rate laid down on A.F. O, 1667, provided that the case is immediately reported by the soldier to the Officer Commanding the nearest military station.

**K.R., 1311; A.O.,  $\frac{227}{58}$ .***Rejoining from Furlough.*

Soldiers are to rejoin from furlough before tattoo on the day on which their furlough expires, and if they fail to do so may be dealt with as absentees; if within five days no satisfactory account of a soldier's continued absence is received, he is to be reported as a deserter.

**K.R., 1300.**

When soldiers on furlough are prevented by sickness (which must be duly certified) or any other casualty, from rejoining on the proper date, they are to report themselves before that date, either :—

- (a) To the nearest Staff Officer; or
- (b) To the Commanding Officer of any unit or detachment of the Regular Army; or
- (c) To a Justice of the Peace (if no military officer be within convenient distance).

Extension of furlough not exceeding one month is allowed under urgent circumstances; this may be granted by one of the above-mentioned officers; but a notice must be sent to the man's Commanding Officer, and the period of extension granted, must be inserted in words on the original furlough.

**K.R., 1312.**

Permission may be given by a Commanding Officer, to Non-commissioned Officers below the rank of Colour-Serjeant, and to men of good character, when on furlough, or pass, away from their station, to dress in plain clothes. Such permission, as before mentioned, will be entered on the furlough and initialled by the Officer granting it. Railway companies, however, make the wearing of uniform a condition upon which cheap tickets are issued to soldiers proceeding on furlough.

**K R., 1694** (and *note*) **A.O.**,  $\frac{309}{08}$ .

#### QUESTIONS.

1. From when does an Officer's leave commence to count?
2. What are the rules regarding Officers on leave at home who wish to quit the United Kingdom?
3. What should an Officer returning home on leave from abroad, when travelling without troops, be careful to do on arrival?
4. What qualifications must a soldier have before he can be granted a furlough?
5. Is it compulsory for private soldiers to wear uniform on furlough? Should a soldier take his accoutrements and arms with him on furlough?
6. What is the procedure with regard to a man who fails to rejoin at the expiration of his furlough?
7. If a soldier is prevented from rejoining at the expiration of his furlough, what is his correct course of action?
8. How may a soldier, sick on furlough, obtain medical aid free of cost?

## CHAPTER 5.—SOLDIERS' ACCOUNTS, PAY AND SYSTEM OF PAYMENT.

Soldiers' accounts are, under the latest system, kept by the Regimental Accountant at the District Pay Office. Each Regimental Accountant has a certain number of units in his charge, and is assisted by certain clerks.

The book in which they are kept is termed the "Pay List," and this Pay List is sent to Officers Commanding Companies, Squadrons, etc., in order that from its columns the correct sums to which each soldier is entitled can be estimated, thus assisting Company Commanders, to make up their "Pay and Mess Book" correctly. The method of keeping these books is dealt with in the chapter following.

Soldiers are paid by the Officer Commanding the Company to which they belong, weekly in arrear, so there must be four or five pay days per month, according to the day on which the first pay day falls. Arrangements are made so that they will be paid as nearly as possible the same amount each pay day.

The amount each man is paid is entered in ink by the Officer Commanding his Company, or by the Pay-Serjeant in the presence of the Officer, in the Pay and Mess Book, and the men are paid the amounts entered against their names, in the presence of the Officer Commanding the Company and two witnesses, who may be Non-commissioned Officers (Pay-Serjeants excepted) or Privates. The Pay and Mess Book is signed in the place for total sums paid each week, by the Officer paying out and by the two witnesses in the places assigned for that purpose.

The soldier's balance credit or debit is carried through at the end of the month to the next month, so a soldier's account is not closed until he leaves the service, or is transferred to the reserve, etc.



A soldier does not sign his accounts at any time.

Regarding the actual sum paid per week to each man, the Pay-Serjeant, taking into consideration the rate of pay, service or proficiency pay, messing and clothing allowance, allowance in lieu of rations (if any), additional pay, and any other sums due to the soldier, and deducting from this total any fines, forfeitures, or stoppages, hospital charges, clothing or necessities drawn on payment, regimental bills, consolidated stoppage charge, and any other sums due from the man, will fix a round sum to be paid to him weekly, which will leave him with a small credit at the end of the month to meet any incidental charges that may arise.

The whole of a soldier's pay can be stopped if necessary to pay his debts, provided he is left with 1d. per day; and a man in debt is not to receive more than 6d. per day save in exceptional circumstances.

**R.W., 913** (*and Note*).

#### PAY OF NON-COMMISSIONED OFFICERS AND SOLDIERS.

The following come under the heading of pay received by soldiers :—

- (1) Ordinary Pay ;
- (2) Corps Pay ;
- (3) Additional Pay ;
- (4) Proficiency Pay ;
- (5) Service Pay ;

## (1).—RATES OF ORDINARY PAY.

## (a) CAVALRY.

	Household Cavalry.	Cavalry of the Line.
	s. d.	s. d.
Corporal-Major ... ..	5 10	—
Serjeant-Major ... ..	—	5 4
Bandmaster ... ..	5 6	5 6
Quartermaster Corporal-Major, or Quartermaster-Serjeant ... ..	4 6	4 4
Farrier Quartermaster - Corporal, or Farrier Quartermaster-Serjeant ... ..	4 3	4 0
Squadron Corporal-Major, or Squadron Serjeant-Major ... ..	4 6	4 4
Squadron Quartermaster-Corporal, or Squadron Quartermaster-Serjeant ... ..	3 6	3 4
Squadron Corporal-Major Rough Rider, or Squadron Serjeant-Major Rough Rider ... ..	4 0	3 10
Squadron Corporal-Major Instructor in Fencing, or Squadron Serjeant-Major-Instructor in Fencing ... ..	3 3	3 3
Farrier Staff-Corporal, or Farrier Staff-Serjeant ... ..	3 10	3 4
Serjeant-Cook or Corporal-Cook ... ..	3 6	3 2
Corporal of Horse, or Serjeant ... ..	3 0	2 8
Corporal - of - Horse - Trumpeter, or Serjeant-Trumpeter ... ..	3 2	2 8
Saddler-Corporal-of-Horse, or Saddler-Serjeant ... ..	4 0	3 8
Farrier-Corporal-of-Horse, or Farrier-Serjeant ... ..	3 4	2 10
Saddle-tree-maker-Serjeant ... ..	—	2 10
Corporal if paid as Lance-Serjeant ... ..	—	2 4
Shoeing Smith-Corporal ... ..	2 9	2 2
Corporal ... ..	2 8	2 0
Saddler-Corporal, or Saddle-tree maker Corporal ... ..	—	2 0
Lance-Corporal ... ..	—	1 6
Kettle Drummer ... ..	2 4	1 9
Saddler ... ..	2 4½	1 9½
Saddle-tree-maker ... ..	2 4½	1 9½
Shoeing Smith ... ..	2 3	1 8
Trumpeter ... ..	1 11	1 4
Private or Bandsman ... ..	1 9	1 2
Boy until 18, or on establishment of the Band ... ..	8	8

R.W., 690, 747

## (b) ROYAL ARTILLERY.

	Horse Artillery.	Field and Mountain	Garrison Artillery.
	s. d.	s. d.	s. d.
Master Gunner, 1st Class ... ..	—	—	6 0
Master Gunner, 2nd Class ... ..	—	—	5 8
Serjeant-Major ... ..	6 0	5 10	5 10
Bandmaster ... ..	—	—	6 0
Master Gunner, 3rd Class ... ..	—	—	4 6
Quartermaster-Serjeant ... ..	4 4	4 2	4 2
Farrier Quartermaster-Serjeant ... ..	4 5	4 3*	—
Saddler Quartermaster-Serjeant ... ..	3 11	3 9*	—
Smith Quartermaster-Serjeant ... ..	—	—	4 3
Wheeler or Fitter Quartermaster- Serjeant ... ..	3 11	3 9*	3 9
Battery Serjeant-Major, or Battery Quartermaster-Serjeant ... ..	4 4	4 2	4 2†
Company Serjeant-Major ... ..	—	—	4 0
Company Quartermaster-Serjeant ... ..	—	—	3 9
Company Serjeant-Major-Instructor of Gunnery ... ..	—	—	4 0
Farrier Staff-Serjeant and Carriage Smith ... ..	4 3	4 1	—
Saddler Staff-Serjeant ... ..	3 9	3 7	—
Smith Staff-Serjeant ... ..	—	—	4 1
Wheeler or Fitter Staff-Serjeant ... ..	3 9	3 7	3 7
Serjeant ... ..	3 4	3 2	3 2
Serjeant-Trumpeter ... ..	3 4	3 2*	3 2
Serjeant-Cook ... ..	3 10	3 8	3 8
Farrier Serjeant and Carriage Smith ... ..	3 9	3 7	—
Saddler-Serjeant ... ..	3 4	3 2	—
Smith-Serjeant ... ..	—	—	3 7
Wheeler or Fitter-Serjeant ... ..	3 4	3 2	3 2
Serjeant of the Band ... ..	—	—	3 6
Corporal ... ..	2 8	2 6	2 6
1st Corporal of the Band ... ..	—	—	2 9
Shoeing Smith Corporal and Carriage Smith ... ..	2 8	2 6	—
Saddler-Corporal ... ..	2 8	2 6	—
Smith-Corporal ... ..	—	—	2 6
Wheeler or Fitter-Corporal ... ..	2 8	2 6	2 6
Bombardier ... ..	2 5	2 3	2 3
2nd Corporal of the Band ... ..	—	—	2 6
Paid Acting Bombardier (gunner) ... ..	1 9	1 7	1 7
Paid Acting Bombardier (driver) ... ..	1 8	1 7	—
Saddler ... ..	2 2	2 0	—
Shoeing and Carriage Smith ... ..	2 2	2 0	—
Smith ... ..	—	—	2 0
Wheeler or Fitter ... ..	2 2	2 0	2 0
Musician ... ..	—	—	1 5
Trumpeter ... ..	2 0	1 2½	1 2½
Gunner ... ..	1 4	1 2½	1 2½
Driver ... ..	1 3	1 2½	1 2½
Boy, until 18 ... ..	8	8	8

\* Field Artillery only. † Heavy Batteries only.

R.W., 690, 749; A.O., 44.

## (c) ROYAL ENGINEERS.

	s.	d.
Serjeant-Major ... ..	6	0
Bandmaster ... ..	6	0
Quartermaster-Serjeant ... ..	4	6
Farrier Quartermaster-Serjeant and Carriage Smith ...	4	6
Farrier Quartermaster-Serjeant ... ..	3	9
Troop or Company Serjeant-Major, or Troop or Company Quartermaster-Serjeant ... ..	3	9
Farrier Staff-Serjeant and Carriage Smith ... ..	3	9
Farrier Staff-Serjeant ... ..	3	3
Serjeant ... ..	3	3
Farrier-Serjeant and Carriage Smith ... ..	3	3
Farrier-Serjeant ... ..	3	3
Serjeant Trumpeter, or Serjeant Bugler ... ..	4	6
Corporal ... ..	2	6
2nd Corporal ... ..	2	2
Shoeing Smith Corporal and Carriage Smith ... ..	2	6
Shoeing and Carriage Smith ... ..	2	0
Sapper or Driver appointed paid Lance-Corporal ... ..	1	6
Sapper, Driver, or Bandsman ... ..	1	1½
Bugler, or Trumpeter ... ..	1	1½
Boy until 18, or on the establishment of the Band ... ..	8	

R.W., 690, 757.

## (d) INFANTRY.

	Foot Guards.	Infantry of the Line.
	s. d.	s. d.
Serjeant-Major ... ..	5 2	5 0
Bandmaster ... ..	5 0	5 0
Quartermaster-Serjeant ... ..	4 0	4 0
Colour-Serjeant ... ..	3 8	3 6
Colour-Serjeant-Instructor of Musketry ... ..	3 3	3 3
Serjeant ... ..	2 6	2 4
Serjeant-Cook ... ..	3 0	2 10
Serjeant-Drummer, Serjeant-Piper, or Serjeant-Bugler ... ..	2 6	2 4
Lance-Serjeant ... ..	2 2	2 0
Corporal ... ..	1 9	1 8
Lance-Corporal ... ..	1 4	1 3
Bugler, Piper, or Drummer ... ..	1 2	1 1
Private, or Bandsman ... ..	1 1	1 0
Boy until 18, or on establishment of the Band ... ..	8	8

R.W., 690, 761

G 2

## (c) ARMY SERVICE CORPS.

	s.	d.
Mechanist Serjeant-Major ... ..	7	0
First-Class Staff Serjeant-Major ... ..	6	0
Serjeant-Major ... ..	5	6
Staff-Serjeant-Major ... ..	5	3
Mechanist Quartermaster-Serjeant (Mechanical Transport Companies) ... ..	6	0
Company Serjeant-Major ... ..	}	4 3
Farrier Quartermaster-Serjeant ... ..		
Saddler Quartermaster-Serjeant ... ..		
Wheeler Quartermaster-Serjeant ... ..		
Staff Quartermaster-Serjeant ... ..		
Mechanist Staff-Serjeant ... ..	5	3
Company Quartermaster-Serjeant	}	Not in receipt of Service Pay. }
Farrier Staff-Serjeant ... ..		
Saddler Staff-Serjeant ... ..		
Wheeler Staff-Serjeant ... ..		
Staff-Serjeant ... ..		
Serjeant, Farrier Serjt., Wheeler Serjt., and Sadler Serjt. ... ..	2	7
" (Mechanical Transport Companies) ... ..	3	3
Corporal if paid as Lance-Serjeant... ..	2	3
Corporal ... ..	2	0
" (Mechanical Transport Companies) ... ..	2	6
Farrier-Corporal and Carriage Smith ... ..	}	2 0
Saddler-Corporal ... ..		
Wheeler-Corporal ... ..		
2nd Corporal ... ..	1	9
" (Mechanical Transport Companies) ... ..	2	2
Private appointed paid Lance-Corporal ... ..	1	5
" (Mechanical Transport Companies) ... ..	1	6
Shoeing and Carriage Smith ... ..	}	1 2
Trumpeter ... ..		
Driver ... ..		
Private ... ..		
Boy, until 18 ... ..	8	

The pay of a Non-commissioned Officer above rank of Company Quartermaster-Serjeant is increased by 6d. a day, Company Quartermaster-Serjeants and all Staff-Serjeants not in receipt of Service Pay receive 3d. a day extra, after three years' service in their ranks or appointments, if specially recommended by their respective Commanding Officers.

The Pay of Company Quartermaster-Serjeants and all Staff-Serjeants who are in receipt of Service Pay is 3s. 9d. a day, with an increase of 6d. a day after 3 years' service in their ranks or appointments, provided they are recommended by the Officer under whom they are serving.

R. W., 690, 767.

## (f) ROYAL ARMY MEDICAL CORPS.

	s.	d.
Serjeant-Major ... ..	5	6
Quartermaster-Serjeant ... ..	4	6
Staff-Serjeant ... ..	4	3
Serjeant ... ..	2	8
Corporal appointed paid Lance-Serjeant ... ..	2	4
Corporal ... ..	2	1
Private appointed paid Lance-Corporal ... ..	1	5
Bugler ... ..	}	1 2
Private ... ..		
Boy, until 18 ... ..		8

The above rates will be increased by 6d. a day for all Non-Commissioned Officers and qualified orderlies admitted to Queen Alexandra's Imperial Military Nursing Service.

R.W., 690, 771.

## (g) ARMY ORDNANCE CORPS.

	s.	d.
Conductor ... ..	6	0
Sub-Conductor ... ..	5	3
Serjeant-Major ... ..	5	6
Staff Quartermaster-Serjeant ... ..	4	3
Staff-Serjeant (if not in receipt of Service Pay) ... ..	4	0
Serjeant ... ..	2	7
Corporal appointed paid Lance-Serjeant ... ..	2	3
Corporal ... ..	2	0
2nd Corporal ... ..	1	9
Private appointed paid Lance-Corporal ... ..	1	5
Bugler ... ..	}	1 2
Private ... ..		
Boy until 18, or on the establishment of the Band ... ..		8

The pay of a Staff Quartermaster-Serjeant is increased by 6d., and that of a Staff-Serjeant not in receipt of Service Pay, by 3d. a day, after three years' service in the rank, if specially recommended by their Commanding Officer.

The pay of a Staff-Serjeant who is in receipt of Service Pay shall be 3s. 9d. a day, to be increased 6d. per day after three years' service in his rank, etc., if recommended by his Commanding Officer.

R.W., 690, 780.

The pay of Orderly-room Serjeants and Orderly-room Clerks of all arms of the service depends on the rank of the Non-commissioned Officer holding the appointment, or the number of years he has served in the appointment. The rates of pay and ranks are as follows :—

	Rank.	Household Cavalry.	Cavalry of the Line.	Foot Guards.	Infantry of the Line.
<b>ORDERLY-ROOM SERJEANT—</b>		s. d.	s. d.	s. d.	s. d.
On appointment ... ..	Serjeant	8 0	2 8	2 6	2 6
On appointment, if a Serjeant of Engineers, or Col.-Serjeant of other arms; or after three years' service.	Col.-Serjeant or equivalent rank	3 6	3 2	3 0	3 0
On appointment, if a Quartermaster-Serjeant or after three years' service.	Q.M.-Serjeant or equivalent rank	4 0	3 8	3 6	3 6
After three years' service	Q.M.-Serjeant or equivalent rank	4 6	4 2	4 0	4 0
<b>ORDERLY ROOM CLERK—</b>					
On appointment ... ..	Corporal	2 8	2 0	1 9	1 8
On appointment, if a Serjeant, or after three years' service as Corpl., or in a rank equivalent thereto.	Serjeant	3 0	2 8	2 6	2 4

R.W., 797, 800.

## (2).—CORPS PAY.

## (a) ENGINEERS.

Engineer pay is granted to Non-commissioned Officers and men of the Royal Engineers after they have been dismissed recruits' drill. It is not issued for Sundays, unless the man is certified as necessarily employed on the public works that day. The rates are as follows:—

	s. d.
1st rate; granted to Non-commissioned Officers, Acting Serjeant-Majors on the permanent staff of a Reserve or Territorial Force unit, or under special circumstances with the sanction of the General Officer Commanding-in-Chief ... ..	2 0
2nd rate; granted to men of approved trades classed as very superior ... ..	1 8
3rd rate; granted to men of approved trades classed as superior ... ..	1 4
4th rate; granted to men of approved trades classed as skilled ... ..	1 0
5th rate; granted to men of approved trades classed as fair ... ..	0 8
6th rate; granted to superior labourers or drivers, and trained men... ..	0 6
7th rate; granted to ordinary labourers or drivers, and men under instruction... ..	0 4

R.W., 874, 876-8, 880 883, 887; A.O., 188



(b) ARMY SERVICE CORPS, ARMY MEDICAL SERVICE, AND  
ARMY ORDNANCE CORPS.

Corps pay is granted to Non-commissioned Officers and men of the Army Service Corps, Royal Army Medical Corps, and Army Ordnance Corps, below the rank of Staff-Serjeant.

The rates are as follows :—

Rate.		A.S.C.		R.A.M.C.		A.O.C.	
		s.	d.	s.	d.	s.	d.
1st	...	1	8 (a)	1	0 (b)	1	2
2nd	...	1	4 (a)	0	10 (c)	0	11
3rd	...	1	2	0	8 (d)	0	8
4th	...	1	0 (a)	0	6 (e)	0	6
5th	...	0	11	0	4 (f)	0	3
6th	...	0	8	—	—	—	—
7th	...	0	6	—	—	—	—
8th	...	0	3	—	—	—	—

(a) Mechanical Transport Companies only.

(b) All Serjeants and Lance-Serjeants of the nursing and cooking sections.

(c) Lance-Serjeants of the general duty section.

(d) All Corporals, Lance-Corporals of the nursing and cooking sections, 1st Class Orderlies, and 1st Class Clerks.

(e) Lance-Corporals of the general duty section, Buglers if 18. 2nd Class Orderlies, 2nd Class Clerks and 2nd Class Cooks, and Privates of the general duty section, employed as Sanitary Orderlies.

(f) 3rd Class Orderlies, 3rd Class Clerks and 3rd Class Cooks, and Privates of the general duty section.

R. W., 769, 772, 781; A. O.,  $\frac{188}{100}$ .

Engineer or Corps pay is not issued to any Non-commissioned Officer or man for any day on which pay is forfeited, or on which he is :—

1. On the sick list, in hospital or quarters, the result of alcoholism or venereal disease.
2. Confined to barracks.
3. Under arrest or detention, unless acquitted.

4. Awarded an entry in Regimental or Company Conduct Sheets.
5. Employed as Officer's servant, Canteen Serjeant, in regimental shops, in recreation room or messes.
6. In receipt of additional pay. **R.W., 789, 886.**

(3).—ADDITIONAL PAY.

Additional pay is granted to men temporarily performing the duties of a higher rank than their own, or performing certain specified duties or holding certain appointments.

These different appointments are very numerous ; among the most usual, however, are the undermentioned :—

- (a) Acting Serjeant-Major or Quartermaster-Serjeant of detachments, etc. ... 6d.  
**R.W., 807.**
- (b) Non-commissioned Officers keeping the Pay and Mess Book of a Company, etc. ... 6d.  
**R.W., 809.**
- (c) Assistant-Instructor in Signalling (except in the Royal Engineers) ... 2d.  
Proviso 5 mentioned hereunder does not apply to this Non-commissioned Officer provided he performs the duties for which he draws lance pay.  
**R.W., 810 ; A.O.,  $\frac{242}{68}$ .**
- (d) Rough-Riders : Cavalry, not exceeding three per Regiment ; Royal Horse Artillery and Royal Field Artillery, one per Battery and Dépôt 6d.  
**R.W., 811.**
- (e) Acting Garrison-Provost-Serjeants ... 6d.  
**R.W., 825 (a).**

The following provisos are attached to the drawing of this additional pay :—

1. The amount of pay and additional pay must not exceed the minimum rate of pay attached to the rank or appointment.
2. No soldier holding the substantive rank or appointment must be present and available for duty.

3. Two rates of additional pay shall not be drawn by the same soldier.
4. The duties must be performed for at least 14 days (except those referred to in **R.W., 816, 817**) unless the soldier performing such duty is changed owing to exigencies of the service, and even then the duty must last at least 14 days, though payments may be made for less periods than 14 days.
5. The soldier, if he is a paid lance-corporal or paid lance-serjeant, or acting bombardier, will not draw lance-pay and additional pay at the same time.

**R.W., 806 (and Note).**

(4).—PROFICIENCY PAY.

Proficiency pay corresponds to the Engineer pay and Corps pay granted to Royal Engineers, Corps and Departments.

Proficiency pay under the following conditions is granted to Warrant Officers, Non-commissioned Officers and men of the Cavalry, Infantry and Artillery, who, on and after 1st October, 1906, either enlisted, extended their service, re-engaged, voluntarily rejoined the service, or contracted to continue in the service beyond 21 years.

**R.W., 992 (and Note).**

(A).—*General Conditions of Eligibility.*

To be eligible to draw proficiency pay, a soldier, of whatever rank, must—

- (a) Be serving for such period of more than three years with the Colours as may be approved ;
- (b) Have two years' Colour service ;
- (c) Be physically fit for the duties of his rank, in the arm of the service to which he belongs ;
- (d) Be in possession of a 3rd Class educational certificate.

**R.W., 994 (and Note).**

To be physically fit as in (c) he must—

- (i.) In the Cavalry, be a good horseman and man-at-arms ;
- (ii.) In the Artillery, reach the standard required by the Corps Regulations ;

- (iii.) In the Infantry, combine physical endurance in marching, with skill-at-arms. **K.R., 682.**

The daily rates of proficiency pay are—

Class I.	...	...	6d.	
Class II.	...	...	3d.	<b>R.W., 993.</b>

On completing two years' Colour service a man is entitled to draw either Class I. or II., provided that at the last annual classification, he attained the standards of proficiency required both by the general conditions laid down above and the special conditions given hereunder.

Boys are eligible on reaching 20 years of age provided they attain the required standards.

Previous Colour service, if acknowledged at enlistment, may be counted in reckoning service required to qualify for grant. **R.W., 995-7**

*(B).—Special Conditions of Eligibility.*

Soldiers may be entitled to draw proficiency pay either—

- (a) In virtue of their rank ;
- (b) In virtue of other special qualifications.
- (a) Class I. may be drawn by Warrant Officers and Non-commissioned Officers of or above the rank of Serjeant.

*N.B.—Lance-Serjeants are ineligible in virtue of their appointment.*

Class II. may be drawn by Corporals and Bombardiers.

*N.B.—Lance-Corporals and Acting Bombardiers are ineligible in virtue of their appointment.*

(b) Class I. may also be drawn by other ranks who fulfil the following requirements :—

In the Cavalry, Infantry, or Artillery—Qualified signaller.

In the Cavalry or Infantry—1st class shot or marksman.

In the Artillery—

Royal Horse Artillery, Royal Field Artillery, and Heavy Batteries—Qualified range taker, layer, or 1st class driver.

Royal Garrison Artillery—Qualified layer or position finder.

Siege Companies—Qualified layer, observer, or telephonist.

**R.W.**, 995 and *note* ; **K.R.**, 683.

If a Non-commissioned Officer or man is rendered inefficient by reason of venereal disease or its effects, or from the results of alcoholism, he forfeits proficiency pay whether Class I. or Class II. **R.W.**, 999.

If a soldier, in the opinion of his Commanding Officer, falls below the standard laid down for his class, he may be disrated from Class I. or forfeit Class II. altogether, until the next annual classification. **R.W.**, 1.000.

A soldier recalled to the Colours on mobilization shall, if he was in receipt of proficiency pay before transfer to the Reserve, resume the rate of proficiency pay which he was previously drawing, and continue to draw it pending re-classification. **R.W.**, 1004.

Soldiers who (i.) extended their Colour service, (ii.) re-engaged, or (iii.) contracted to continue in the service on or after the 1st October, 1906, and thereby come under those mentioned in the first paragraph of this section on proficiency pay, will continue to draw service pay until the expiration of—

- (i.) The original period of Colour service under which they qualified for service pay ;
- (ii.) Their first period of limited engagement ;
- (iii.) Their second period of limited engagement.

To understand this, it must be remembered that soldiers apply to extend their service, re-engage or to continue in the service, as a rule, a long time before their period of Colour service, first limited engagement or second limited engagement respectively, is nearing to its close.

**R.W.**, 992 (*note*).

After these periods have expired, they will draw such proficiency pay as they are entitled to.

## (5).—SERVICE PAY.

Service pay is a little more complicated than proficiency pay, as there are so many different cases to consider, of those entitled to draw it; we will deal with those whose cases may be said to occur most frequently.

On October 1st, 1906, the Royal Warrant bringing in proficiency pay was published, therefore, a series of fresh regulations had to be framed to meet cases of men who were already drawing service pay under pre-existing conditions.

Again, as the terms of service under which men enlisted had undergone several changes between the date on which service pay was introduced (April 1st, 1904), and the date proficiency pay came into existence (October 1st, 1906), various conditions were instituted, affecting men according to the terms of service upon which they had entered.

The daily rates of service pay are as follows :—

	Initial Rate.	After 5 years' Colour Service.
Efficient Soldiers Class I. ... ..	6d.	7d.
Efficient Soldiers Class II. ... ..	4d.	5d.

Soldiers are granted Class I. rates if they reach the special standard of efficiency as mentioned hereunder. Soldiers who do not reach this standard, but are otherwise qualified under the general conditions, will be granted Class II. rates.

Soldiers enlisted into the Infantry of the Line on or after 19th of October, 1905, shall not be entitled to the extra 1d. after five years' Colour service. (*Vide* p. 94, under "other soldiers" (2) ).

*General Conditions of Eligibility.*

All Warrant Officers and Non-commissioned Officers (except unpaid Lance-Corporals and Acting Bombardiers) are entitled to draw Class I. in virtue of their rank or appoint-

ment ; but if enlisted on or after 19th October, 1905, they must also have fulfilled as regards period of engagement, the requirements laid down hereunder as for "Other soldiers."

Other Soldiers may be granted service pay.

1. (a) Who enlisted for or have extended to eight years' Colour service. In case of men who enlisted between 3rd August, 1906, and 30th September, 1906, inclusive, for periods laid down in Army Order,  $\frac{209}{08}$ .

(b) And who have two years' Colour service.

2. Soldiers who enlisted in the Infantry of the Line on or after 19th October, 1905, must have—

(a) Six months' service ;

(b) Enlisted for nine years (or in case of men enlisted or extended between 3rd August, 1906, and 30th September, 1906, seven years) Colour service, or having enlisted for a shorter period have extended to such a term ;

(c) Attained 20 years of age.

*Vide p. 93 re inability to draw extra 1d. for these men.*

3. Soldiers enlisted into the Cavalry of the Line on or after 1st September, 1905, must—

(a) Have enlisted for seven years ;

(b) Have two years' Colour service.

**R.W., App. V., 1—6.**

### *Special Standard.*

The special standard for Class I. service pay when not granted in virtue of rank, is, for the Cavalry, Infantry, and Artillery the same as that prescribed for Class I. proficiency pay (see under 4 (B) this chapter). The standard for other arms is that laid down by King's Regulations, para. 686. In addition, Class I. service pay will only be granted to men who hold a 3rd Class Certificate of Education. This rule became operative from November 1st, 1907.

**R.W., App. V.; Army Council's Instructions, 4, 5.**

Practically, the rules for disqualification of proficiency pay. apply to service pay. **R.W., App. V., 12, 13.**

The qualifying period of service for service pay shall be calculated without deduction on account of periods of imprisonment, detention, or absence. **R.W., App. V., 11.**

(6).—GOOD CONDUCT BADGES.

*Soldiers eligible*

All ranks under that of Corporal, 2nd Corporal, or Bombardier can earn Good Conduct Badges under certain conditions.

*Badges How Worn.*

The badges consist of chevrons worn on the left arm.

*Service required for Badges.*

Good Conduct Badges may be granted after the following periods of service :—

- One badge after 2 years' service.
- Two badges after 5 years' service.
- Three badges after 12 years' service.
- Four badges after 18 years' service.
- Five badges after 23 years' service.
- Six badges after 28 years' service.

If a soldier has been 14 years clear of the regimental conduct book, he can earn the last three badges after periods of service shorter by two years than those stated above.

**R.W., 1008, 1009.**

*Badges—How Earned.*

Provided a soldier has the required service, he can earn a good conduct badge on completing what is known as a "term of good conduct," i.e., a period of two years, during which he is clear of any entry in his regimental conduct sheet.

It must be understood that badges, after the first one, cannot be granted until the previous badge or badges have been held through a "term of good conduct" immediately preceding the date of the grant.

If the last entry in a man's regimental conduct sheet was imprisonment or detention, the period of two years is reckoned from the date of the expiration of the imprisonment or detention.

**R.W., 1015, 1016.**



*Forfeiture of Badges.*

- (a) One badge held by a soldier is forfeited every time his name is entered in the regimental conduct sheet. A General or District Court-Martial may sentence a man to forfeit any or all of his badges.
- (b) A soldier forfeits all his badges—
- (1) When convicted of an offence under ss. 17 or 18 Army Act.
  - (2) When he forfeits service towards limited engagement.
  - (3) When sentenced by Court-Martial or Civil Court to imprisonment exceeding 6 months.
  - (4) When discharged—
    - (i.) With ignominy.
    - (ii.) As incorrigible and worthless.
    - (iii.) For misconduct.
    - (iv.) On conviction by the Civil Power.
    - (v.) On being sentenced to penal servitude.
    - (vi.) For false answer on attestation.

The forfeiture is reckoned from the date on which punishment has been awarded. **R.W., 1021-1026.**

*Restoration of Badges.*

A man who forfeits a badge may have it restored on completing a "half term of good conduct"; if he has forfeited more than one badge, he must complete a "half term of good conduct" before each badge is restored, except that in the case numbered (b) (1) above, he will have to start earning badges like a recruit, and in case (b) (2) he will be like a soldier who has never had a badge.

**R.W., 1027.**

## QUESTIONS.

1. What is the present system for payment of soldiers?
2. How much of a soldier's pay may be stopped to go towards his debts?
3. Give the daily rates of ordinary pay which the Non-commissioned Officers of your Company (Squadron or Battery) are entitled to.

4. Give a few instances where soldiers draw additional pay.
5. What are the general conditions of eligibility for a man to draw proficiency pay?
6. What qualifications must a man possess in your branch of the service, to be entered as "physically fit?"
7. What are the special conditions which entitle a private soldier in your branch of the service to draw Class I. proficiency pay.
8. Who can draw Class I. proficiency pay in virtue of his rank.
9. For how long does a man who contracts to continue in the service on or after October 1st, 1906, draw service pay?
10. What are the daily rates of service pay?
11. Who are entitled to draw Class I. service pay in virtue of their rank or appointment?
12. What are the general conditions of eligibility for service pay, as regards soldiers who enlisted into the Infantry on or after October 19th, 1905.
13. Can a man who does not hold a 3rd Class Certificate of Education draw Class I. service pay?
14. In calculating a man's service to ascertain his eligibility for service pay, as regards this point, it is noticed he has been absent for 14 days and has suffered 21 days' detention. Does this affect the summing up of his total service?
15. What length of service must a soldier have before he can be granted the first and other successive Good Conduct Badges, and what other qualifications must a soldier possess to earn them?
16. Explain what "a term of good conduct" and "a half term of good conduct," mean.
17. When are all a soldier's good conduct badges forfeited?

## CHAPTER 6.—COMPANY BOOKS, ACCOUNTS, RETURNS, Etc., WITH THE SYSTEM OF KEEPING THEM.

Amongst the Books and Returns with which Company Officers have to deal, the following are found most frequently:—

### BOOKS, Etc.

1. Order Book—A.B. 137.
2. Company Conduct Book (Guard Book for Company, Conduct Sheets—A.F. B. 121).
3. Messing Book—A.B. 48.
4. Pay and Mess Book—A.F. N. 1504A.
5. Cash Book and Ledger—A.B. 69.
6. Pay List—A.F. N. 1505 (kept by Regimental Accountant).
7. Soldiers' Pay Book (for Active Service, A.B. 64).
8. Squadron, Battery, and Company Book: Army Book 70.
9. Soldiers' Small Book—A.F. B. 50.
10. Personal Clothing Disposal Book.
11. Description of Horses—A.B. 92 (for Corps having horses or mules).

### RETURNS, ETC.

- |  |   |   |
|--|---|---|
| <ol style="list-style-type: none"> <li>12. Issues on Payment—A.F. H. 1181.</li> <li>13. Free Issues—A.F. H. 1179.</li> </ol> | { | <p>For Dismounted Services.</p> <p>For Mounted Services both of the Forms are of the same nature.</p> |
|--|---|---|

14. Issues of Public Clothing—A.F. H. 1152.
15. Return of Men under Stoppages for Public Clothing and Free Kits—P. 1954.
16. Return of Men under Stoppages for Equipment—P. 1963.
17. Requisition for Cash—A.F. 1487.
18. Requisition for Money Order—A.F. O. 1806.
19. Monthly Return of Arms, Equipment, Etc.—A.F. B. 293.
20. Abstract of Public Clothing of men transferred, etc. **K.R., 1881.**

(1).—*Order Book—A.B., 137.*

This is simply a note book, in which the Orderly-Serjeant of the Company, takes down the unit's orders as dictated. It is not so much in use in these days of typewriters and cheap copying machines, as orders are generally issued on a typed or printed form, which is a far better and clearer system.

(2).—*Company Conduct Sheet—A.F. B. 121.*

These sheets are kept in a Guard Book by the Company Commander under lock and key. Every Non-commissioned Officer, under the rank of Colour-Serjeant, and every man has a Conduct Sheet. The Guard Book contains an alphabetical list of every man in the company.

Each sheet contains the entry of certain punishments, etc., the details of which are laid down in the King's Regulations, which the man may have been awarded at any time during his service.

The Company Commander will enter on this sheet: Every offence committed by Non-commissioned Officers and men for which punishment has been awarded or reprimand administered, except offences (other than drunkenness or those involving forfeiture of pay under Royal Warrant), for which "C.B." for 1 day, or its equivalent on board ship, has been awarded.

Admonition is not entered, except in cases of drunkenness and in those involving forfeiture of pay under Royal Warrant.

A specimen sheet has been attached at the end of this section.

Points to be observed in keeping Company Conduct Sheets—

1. *The heading* of each sheet will be filled in (note specimen where all the proficiency pay, promotion, reductions, etc., are entered). It is seen that Private J. Atkins had a good conduct badge granted him on January 1st, 1909, which he forfeited on January 5th, 1909, for drunkenness on January 3rd, 1909. The date of the award was January 5th, 1909.

Note also the signature of the Company Commander, "M. Hawkins, Captain," in top right corner, with number of sheet "First."

2. *Every act of drunkenness* is to be entered in black ink and numbered in red ink consecutively in the column set apart for this purpose.

3. Every case of admission to hospital on account of alcoholism duly certified by medical officer, whether it has been dealt with as an offence or not, to be entered in red ink.

4. Confinement to barracks is entered as "C.B.," imprisonment as "Impt.," detention as "Detn.," fines as "Fined... .." Penal Servitude as "P.S.," Forfeiture of pay as "Forfeits..... days' pay," Deprived of lance stripe—Depd. Lce. stripe.

5. The Officer making the entry will initial it in the column for "Remarks."

6. Vague entries such as "Improper Conduct," etc., should be avoided.

**K.R., 1917, 1921.**

## SPECIMEN.

ARMY FORM B. 121.

## SQUADRON, TROOP, BATTERY AND COMPANY CONDUCT SHEET.

Royal Blackshire Regiment of InfantrySignature of O.C. Company M. HawkinsNumber of Sheet First.

Regimental Number and Name.		Enlistment		Trade		Good Conduct Pay, Service Pay or Proficiency Pay	
No.		Age on		Trade			
2442	<u>John Atkins.</u>	24 years	5 months.	Collier.		Granted P. P. Class II. @ 3d., 1-1-08.	Promoted Corp'l. 12-2-11.
Joined	Depot.	Date				Granted P. P. Class I. @ 6d., 1-1-09.	Ante dated Corp'l., 4-12-10.
Joined	at Bn.	Date		Religion		Granted 1st G. C. Badge, 1-1-09.	Appointed P'd. L. Sgt., 5-6-11.
Joined	Date	Period of		Church of		Forfeited 1 G. C. Badge, 5-1-09.	Promoted Sgt., 15-8-12.
Joined	Date	with Reserve		England.		Restored 1 G. C. Badge, 5-1-10.	Reduced to the Ranks, 21-9-12.
		5 years.				Appointed P'd. L. Corp'l., 10-3-10.	

Place	Date of Offence	Rank	Cases of Drunkenness	OFFENCE	Names of Witnesses	Punishment awarded	Date of award or order dispensing with trial	By whom awarded	REMARKS
Preston.	1905. 10-2-06.	Pvt.		Duty on Parade.	Corpl. Brown.	3 days' C.B.	1906. 11-2.	Capt. M. Hawkins	M.H.
Aldershot.	28-12-07.	"	*1.	Drunk in Bks. about 9.50 p.m.	Sgt. Smith.	Admonished.	1907. 30-12.	Lt.-Col. Wing.	M.H.
Aldershot.	5-11.	"		Not complying with an order.	C.-S. Jones.	7 days' C.B.	6-11.	Capt. M. Hawkins	M.H.
Aldershot.	1909. 3-1.	"	*2.	Drunk returning to Bks. about 10.10 p.m.	Corpl. Brown.	8 days' C.B.	1909. 5-1.	Lt.-Col. Wing.	Forfeited 1 G. C. Badge. Fined 2/6.—M.H.
Dublin.	1910. 1911. 11-5.	Corpl.		Neglect of duty when in charge of a fatigue party.	S.M. Smith.	Severely reprimanded	15-3.	Lt.-Col. Wing.	Forfeited 1 G. C. Badge. M.H.
Dublin.	1912. 15-9.	Sgt.	*3.	Drunk when on total Picquet.	Sgt. Jones, M.F.P. Cpl. Brown, "	Reduced to the Ranks.	1912. 21-9.	D. C. M.	Forfeited 1 G. C. Badge. Fined £1.—M. Hawkins, Capt.

\* N.B.—In the actual Conduct Sheet these figures would be in red ink.

All entries in the Conduct Sheets are frequently compared by the Commanding Officer or an Officer deputed by him, with the award recorded in the Guard Reports.

**K.R., 1921.**

If a Conduct Sheet is lost, the Commanding Officer will assemble a Court of Inquiry to investigate the circumstances and obtain evidence as to the entries in the lost sheet. The Commanding Officer will then cause a new sheet to be drawn up and the words, "substituted for original, lost," with date and Commanding Officer's signature, will be entered in front of the number of the sheet.

**K.R., 1918.**

When proceeding on service a unit's Company Conduct Sheets are left at the base Record Office, where they will be kept up to date from periodical returns rendered from the unit in the field; after completion, these returns will be forwarded to the Officer in charge of Records to make up the Regimental Conduct Sheets which are left at the Record Office.

**K.R., 1923.**

### (3).—*The Messing Book*—A.B. 48.

This book contains the daily messing account of the Company, and has a page for every day of the month.

At the top of each page is an account showing the balance brought forward from the day before, the number of men in mess at 3d. a head, any refuse money to add to the amount to be expended; under these totals the amount actually expended that day is shown and deducted, leaving a balance to be carried on to the next day.

There is also a space to be filled in, showing what the Company's meals consist of on that day. Then there is a long list of groceries, etc., with a number of columns in which the quantity and price of any articles purchased for the Company on that day are entered. The groceries required for a Company on each day are made out on this form by the Non-commissioned Officer keeping the Messing Book, who signs the form; it is then signed by the Company Officer. The Orderly Corporal of each Company is present at the issue of the groceries and takes them over, signing the form of the Daily Messing Account.

All articles required for soldiers' messing are, when possible, purchased from the Canteen or Coffee Shop. The Canteen Steward will also sign the Daily Messing Account form as having issued the articles.

(4).—*Pay and Mess Book—A.F.N. 1504.*

Before going into the details of this book, a few remarks about the system of keeping accounts, in addition to what have been made in the preceding chapter, had better be given.

As before mentioned—

- (a) *The Regimental Accountant* keeps the accounts at the District Pay Office, compiling the Soldier's Ledger Account and Pay List.
- (b) *The Company Commander—*
  - (1) Issues cash to the soldier ;
  - (2) Records payments in his Pay and Mess Book in peace (Acquittance Roll in war) ;
  - (3) Keeps a Regimental Stoppage Account (peace only) ;
  - (4) Keeps a simple account of cash received and disbursed, in the Captain's Cash Book and Ledger, the details of which are shown in the Pay and Mess Book.

The Regimental Accountant sends the Pay List, when completed for the preceding month, about the 15th of each month to the Company Commander. From this the Company Commander makes up and checks his Pay and Mess Book, so far as the following :—

1. Ascertaining the man's Balance Cr. or Dr. and noting it in the current month's Pay and Mess Book, which is rendered to the pay office on the 2nd of the following month.
2. Ascertaining what amount is standing to the man's credit in the Clothing Account of the Pay List and entering it in his current month's Pay and Mess Book ; this will enable him to see whether a man



has sufficient to his credit to meet any clothing charge, or other bill, as it arises, or whether his cash payments should be reduced.

3. Checking the rates of pay, service pay, proficiency pay, etc., as last passed by the Accountant.

Officers Commanding Units supply the Accountant with every information affecting the pay of a man in their command, by means of copies of Regimental and Corps Orders affecting the man's emoluments, rendered daily on A.F. O. 1810.

The Officer Commanding a Company obtains money to pay his men from the Accountant by means of a requisition for cash made out and signed by himself on A.F. N. 1487, sent in weekly through the Adjutant of the unit. The money is then either drawn from the Adjutant or paid into a bank in the Company Commander's name.

Some specimen pages of the Pay and Mess Book have been made out for the month of November, and are attached opposite the last page of this section. They have been made out for part of an imaginary Company of Infantry, commanded by a Captain M. Hawkins, of the Royal Blankshire Regiment. Frequent allusions to special points (shown in these specimen pages) as they occur, will be made in the explanations in this section. The Pay and Mess Book is made out in duplicate; one copy is rendered to the Accountant within two days after the end of the month, and one copy is retained by the Officer Commanding the Company.

The Pay and Mess Book consists of four forms.

Form 1 is a double page or folio, which is repeated several times to allow the names of men of a large Company being entered. A specimen of this Form 1 is shown.

Starting from the left, take the first three columns under "*Last Month's Balances.*" These columns are taken from the Pay List, showing how the soldier stood last month with reference to his pay (which includes clothing allowance).

The next column has the *Regimental Number* of each man in the Company; for instance, Colour-Serjeant Perkins (see specimen page), regimental number 2244,

The *Rank and Name* column contains Non-commissioned Officers in order of seniority, and Privates in alphabetical order.

*Rate last passed* by Regimental Accountant; this is entered in the manner indicated in specimen page, each sum against a man's name being the total of ordinary pay, proficiency or service pay, etc., to which he is entitled daily, *e.g.*, Serjeant Jones has 2s. 4d. a day pay, 7d. service pay, and 5d. kit and messing allowance—Total 3s. 4d.

### *Casual Payments Column.*

These casual payments consist of :

(a) Sums sent to men on furlough, *e.g.*, Pte. M. James (in specimen page) on furlough, 1st to 30th of month. 40s. was sent to him on the 4th of the month. For this purpose A.F. O. 1806, or the Requisition for Money Orders, was made out in duplicate, both copies were handed in at a Post Office with the money (*i.e.*, 40s., and 3d.\* for the order); a money order was handed back by the officials, which was sent to Pte. James, accompanied by a receipt for his signature. The postal authorities retain one copy of O. 1806 and return the other, duly stamped, to the Company Officer; this he keeps and sends in, attached to his Pay and Mess Book, at the end of the month, with the receipt returned by Pte. James.

(b) Sums sent to men attached to other Companies, *e.g.*, Serjeant Jones was attached to H Company (see column of remarks in specimen pages) from 1st to 30th and his pay was sent to him weekly, *i.e.*, 24s. on the 4th, 11th and 18th respectively, and 23s. on the 25th of the month.

The process is as follows:—The Officer Commanding Company having, let us say, several men attached to H Company, fills in a Detachment Pay Sheet (A.F. N. 1510); he enters amounts to be paid each week to each man, and sends total sum each week, by cheque or otherwise, to the Officer Commanding H Company, who pays the men in the presence of two witnesses, this being testified by their signatures, and returns the Detachment Pay Sheet each

\* This 3d. is paid out of the contingent allowance and not charged through the pay and mess book, unless the money order is sent in connection with compulsory stoppage.

- week, after payment, to the Officer Commanding Company sending it. This Detachment Pay Sheet is attached to the Pay and Mess Book when sent in at the end of the month.

(c) Another occasion where this column is used, is in the case of a man who has finally left the company to go, for instance, to the Army Reserve, his time with the Colours having expired, *e.g.*, Private Carr who goes to Section B, Army Reserve (see column of remarks) on the 9th of the month; this man is finally settled with, up to and including the 9th, and is given the total amount due to him. He is entitled to—

	£	s.	d.
Credit balance from last month ... ..	0	3	10½
Nine days' pay (1st to 9th inclusive) at 1/5	0	12	9
Gratuity on transfer to Reserve ( <i>vide</i> R.W., 1047) ... ..	2	0	0
Compensation in lieu of plain clothes ...	0	5	0
<b>Total ... ..</b>	<b>£3</b>	<b>1</b>	<b>7½</b>

From this is deducted—	£	s.	d.
Cash payment on 4th ... ..	0	15	0
Bills (tailor and shoemaker) ... ..	0	4	11
Consolidated stoppages (proportional share)	0	2	6½
<b>Total ... ..</b>	<b>£1</b>	<b>2</b>	<b>5½</b>

Deducting £1 2s. 5½d. from £3 1s. 7½d. leaves £1 19s. 2d.

He is paid this sum and gives a receipt for it which is included in vouchers sent with Pay and Mess Book.

Seven days previous to discharge or transfer, a Company Commander renders to Accountant A.F. O., 1809, (showing payments, stoppages, etc., to date). The Accountant returns these forms, now showing total sum due, which is then paid to the man.

#### *Cash Payments Columns.*

These explain themselves.

*Consolidated Stoppage Column.*

The ordinary charges for messing, washing, library, etc., are as follows:—

	s.	d.	
<i>Single</i> Serjeant's Mess Subscription ...	1	6	monthly.
<i>Married</i> " " " ...	0	9	"
Serjeant's Messing ... ..	0	6	per diem.
Rank and File Messing ... ..	0	3	"
" " Washing ... ..	0	0½	"
Library subscription (all ranks voluntary)	0	2	per month.

The Officer Commanding unit fixes a lump sum to cover these charges for a month. It is based on an average. In specimen Pay and Mess Book, 16s. 10d. suffices for serjeants, *vide* Serjt. Smith and Lance-Serjt. Atkins. This should also cover all charges for general barrack damages.

*Married* serjeants and rank and file live with their families, and pay for no messing; married serjeants are charged 9d. per month subscription *vide* Colour-Serjt. Perkins; married rank and file pay no consolidated charge, unless members of the Library, as for instance Private Day, who is charged 2d.; married soldiers pay for damages to their own quarters, and so no share of general barrack damage charge falls upon them.

*Single rank and file* pay for messing and washing. To meet these, 9s. 2d. has been fixed in the specimen forms as a monthly average charge sufficient to cover also any barrack damages. Men are not charged for washing or messing on any days they are not "in mess," *i.e.*, when they are absent, on furlough, in prison, or in hospital.

*Broken periods* are dealt with by fixing a daily rate in proportion to the monthly rate, *vide* Private Carr, 9 days only in mess, charged 2s. 6½d.

The total amount of the consolidated stoppages from the company (in this case 138s. 11½d.) is entered on Form 3, balance sheet (see specimen), and this sum is taken by the Captain and accounted for in the consolidated stoppage account, which is kept in his cash book and ledger and explained later.

### *The Bills paid Columns.*

These explain themselves; the only point to call for any remark is, that these bills may be paid from any credit shown in the last month's balances column; for instance, Lance-Serjeant Atkins has a credit of £3 17s. 7d. in his last month's balances, and on presenting a tailor's bill, made out and signed by the regimental tailor for this amount, the Captain will pay the bill from Serjeant Atkins' credit, and so need not reduce his cash payments.

The system under which the soldier maintains his clothing and necessaries out of an allowance credited to him in the Pay List quarterly in advance, is explained on pages 119, 120.

The Officer Commanding a Company should pay all company bills on or before the last day of the month, and forward them receipted to the pay office with the Pay and Mess Book.

### *The Remarks Column.*

This column explains itself. Note that each married man has the letter "M" against his name in this column.

### *The Ration Columns.*

These show the number of rations that have been drawn by the men of the company throughout the month, and they also show when rations are not drawn, and the reasons why this is the case, *e.g.*, the first column shows the number of days any man was in hospital, during which time his company drew no rations for him; note that Private Wilson was in hospital, 6th to 16th (being admitted on the 5th, *the Company drawing a ration for him on day of admission*); this man was also five days in detention, as he was tried by Court-Martial and sentenced to 84 days detention on the 24th, and went to the detention barracks on the 26th, being in the guard detention room on the 24th and 25th of the month, during which two days his company drew rations for him, therefore the number of rations drawn for this man are 30, less 11, for days in hospital, and less 5, for days in detention barracks, *i.e.*, total 14.

We have Private Tilbarn, attached to Mounted Infantry Company (see column of remarks) from 14th to 30th inclusive, therefore, only 13 rations were drawn for this man. Note the words "*Pay Casual*" in column of remarks, which signify that the man is both paid and rationed by the Mounted Infantry Company to which he is attached.

Private Rubott has been transferred to the Military Foot Police from 12th inclusive, and the company consequently only draw 11 rations for him.

We find Private M. James drawing 30 days' allowances in lieu of rations (rate 6d. per diem), as he is on furlough during this period.

The case of Drummer Hayes is important, he remained *absent without leave* from the 3rd to 6th and forfeited thereby four days' pay, but the company only lost three rations in his case, *as a ration is allowed to be drawn for the first day of absence*, when a man remains absent without leave, so 27 rations were drawn for this man, as may be seen by glancing at the last column, which contains the total number of rations drawn for each man during the month.

*Form 2* is simply a summary of totals, taken from each folio of *Form 1* ; it also contains the signature of the Officer paying out, appended to the totals paid out each week, and as each payment must be made in the presence of two witnesses (other than the Pay Serjeant) who may be Non-commissioned Officers or Privates, these two witnesses must also sign in the spaces allotted each week. It is omitted in specimen pages.

*Form 3* is a balance sheet or statement of receipts and expenditures. It must be noted that all monies received by the Officer Commanding Company either from the Paymaster or any other source, are treated as a debt due by that Officer to the public, and all his expenditures in the nature of cash payments, etc., are placed to his credit.

We notice that the balance due to the Accountant from last month was 13s. 3d., and that the cash the Captain drew from the Paymaster was £62 on the 3rd of the month.

We see that his total cash payments were £50 3s. 2d., and that the consolidated stoppages amounted to £6 18s. 11½d. We also find the bills, etc., duly entered from the previous forms.

We also notice a *contingent allowance* of £1; now this sum is allowed monthly for Companies of Infantry for payment of stationery and other items that are required by Officers Commanding Companies; a separate account showing how this sum is expended is kept in the Captain's Cash Book and Ledger.

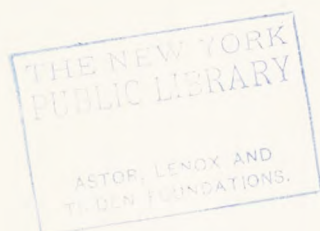
The Captain's total receipts in this case were £62 13s. 3d., his total expenditures were £62 10s. 0d., leaving a balance of 3s. 3d. due to the Accountant.

Next turn to Part II. of Form 3, we find first, the *Cash Reconciliation Statement*, on the debtor side. We find the 3s. 3d. due to the Accountant shown in Part I., and a sum of 2s. 10d., which is taken from the credit balance of the Consolidated Stoppage\* Account; this balances with the cash in hand shown in the Captain's Cash Book and Ledger. Finally there is the ration statement which explains itself.

Following the specimen forms of the Pay and Mess Book, will be found a specimen of the Consolidated Stoppage Account, taken from Captain Hawkins' Cash Book and Ledger. It will be noticed that in addition to the £6 18s. 11½d. taken from the Stoppage Account in the Pay and Mess Book, there are other credits which explain themselves, and the balance credit of 2s. 10d. corresponds with that shown in the Cash Reconciliation Statement.

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\* See specimen following Pay and Mess Book.



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PAY AND MESS BOOK.

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Last Month's Balances.				Regimental No.	RANK AND NAME.	Rate last passed by Accountant.	CASH PAYMENTS during Month. †										STOPPAGE (Consolidated).	
Pay Accounts.		Clothing Accounts.	Casual Payments.*				First Payment Date 4.11.07.	Second Payment Date 11.11.07.	Third Payment Date 18.11.07.	Fourth Payment Date 25.11.07.	Fifth Payment Date	TOTAL.						
Dr.	Cr.	Cr.	Date.										Amount.					
														s. d.	s. d.	s. d.		
s. d.	s. d.	£ s. d.																
	15 2		2244	Col.-Serjt. Perkins, W. ...	4/6			35	35	35	35				7 0 0		9	
	10		4142	Serjt. Jones, J. ...	3/4	4th 24 11th 24 18th 24 25th 23		—	—	—	—	—			4 15 0			
	10 1		4213	Serjt. Smith, D. ...	3/4			16	16	16	16				3 4 0	16	10	
	77 7		5106	Lie.-Serjt. Atkins, F. ...	3/1			18	18	18	18				3 12 0	15	10	
	7 10		6163	Corpl. Jones, W. ...	2/8			16	17	16	16				3 5 0	9	2	
	6 5		6217	Lie.-Corpl. Dodds, G. ...	2/2			12	12	13	12				2 9 0	9	2	
	6 3		6301	„ Marsden, A. ...	2/2			12	13	13	13				2 11 0	9	2	
	6 2½		4115	Drummer Hayes, T. ...	2/1			—	13	13	13				1 19 0	8	1	
	5 11		4201	Pte. Almond, D. ...	2/-			10	10	10	11				2 1 0	9	2	
	4		4113	„ Burgess, N. ...	1/5			7	8	8	8				1 11 0	9	2	
	3 10½		5002	„ Carr, A. ...	1/5	9th 39 2		15	—	—	—	—			2 14 2	2	6½	
	5 7		5114	„ Day, W. ...	2/-			13	14	14	14				2 15 0		2	
	4 2		6016	„ James, D. ...	1/8			9	10	9	10				1 18 0	9	2	
25			6114	„ James, M. ...	1/8	4th 40		—	—	—	—	—			2 0 0			
	3		7115	„ Jinks, B. ...	1/5			7	7	8	8				1 10 0	9	2	
	3 2½		7214	„ Rubott, E. ...	1/5			7	8	—	—	—			15 0	3	4	
	5 10		3316	„ Salmon, I. ...	2/-			12	12	10	10				2 4 0	9	2	
	5 8½		4103	„ Salmon, E. ...	2/-			12	12	11	12				2 7 0	9	2	
	4 11		6159	„ Tilburn, H. ...	1/8			9	10	—	—	—			19 0	3	10	
	3 9		7142	„ Wilson, R. ...	1/5			7	—	7	—	—			14 0	4	1	
Carried to Summary of Totals (Form 2).								174 2	217	215	201	196			50 3 2	138	11½	

\* All Casual payments will be supported by the men's receipts.

† When no payment is made to a man on the regular pay day, a black ink line will be drawn through the payment column opposite his name. Payments made on the Detachment Pay Sheet will be entered in the column for "Casual Payments."

BILLS PAID.									RATIONS.										
				Total Cash Payments, Stop pages, and Bills.				Remarks, Notes of Fines, Public Stoppages, &c.		Hos- pital.		Ration Allow- ance, on Fur- lough, &c.		Absence or Im- prison- ment.†		Rations not drawn for other reasons.†			
Tailor.		Shoemaker.								Period.	No. of days.	Period.	No. of days.	Period.	No. of days.	Period.	No. of days.	No. of rations drawn.*	
s. d.	s. d.	s. d.	s. d.	£	s. d.														
					7 0 9	M. Company Accountant. Extra duty pay at 6d. per diem.													30
					4 15 0	M. Attached H Company. Temporary pay casual.													30
					4 0 10	A.F. H. 1181, 15s. 4d.													30
68	6				7 17 4														30
					3 14 2														30
		1	11½		3 0 1½	A.F. P. 1965, 8½d.													30
					3 0 2	A.F. P. 1954, 7½d.													30
2	2				2 9 3	Forfeit 4 days' pay. absence 3rd to 6th, 4 days.													27
			7		2 12 9	Fined 2/6 for drunkenness, 7th.													30
					2 0 2														30
4	5½		5½		3 1 7½	Transferred to Army Reserve, Sec. B, 9th, A.F. O. 1634, £2/0/0; H. 1179, compensat'n in lieu plain clothes, 5/-.													9
					2 15 2	M.													30
					2 7 2														30
					2 0 0	Furlough 1st to 30th, 30 days.													30
		1	1		2 0 3														30
					18 4	Transferred to Military Foot Police, 12th.													11
3	0				2 16 2														30
					2 16 2														30
					1 2 10	Attached Pay Casual M.I. Coy. from 14th to 30th.													13
					18 1	Hospital 6th to 16th, 11 days. Tried by D.C.M. for drunkenness, 24th, sentence 84 days' detention. Guard-room 24th to 25th, 2 days. Detention Barracks 26th to 15th February, 1908.													14
78	1½	6	1		61 6 4														494

\*The number of rations drawn for men absent or in Guard Room should be included and noted in the Remarks column.

† Particulars to be given in Remarks column, e.g., Absent, rationed by X Company, on board ship, &amp;c.



Dr.

I.  
STATEMENT OF RECEIPTS AND EXPENDITURE.

Cr.

Form 3.

Date	Particulars of Receipts.	Amounts			Totals			Date	Particulars of Expenditure	Amounts			Totals		
		£	s.	d.	£	s.	d.			£	s.	d.	£	s.	d.
	(1) Balance due to Accountant on last Account ... ..	0	13	3	0	13	3		(1). Balance due by Accountant on last Account ... ..	—	—	—	—	—	—
	(2). Cash:—	—	—	—					(2). Items from Form 2:—						
									Total cash payments ...	50	3	2			
	Cash from Accountant { On _____								Total Company stoppages (Credited to Stoppage Account)* ... ..	6	18	11½			
	„ 3rd/11/07. 62 0 0	62	0	0					Tailors' bills* ... ..	3	18	1½			
	„ _____								Shoemakers' bills* ... ..	0	6	1			
									_____ bills* ...	—	—	—			
	Barrack Damages (Debited to Stoppage Account) ... ..								TOTAL OF (2) ...	61	6	4	61	6	4
	TOTAL OF (2) ...	62	0	0	62	0	0		(3). Other Items due from the Public:—						
	(3). Other Items due to the Public:—								Contingent allowance ...	1	0	0			
									Postage and Telegrams (supported by A. F. P. 1940) ...						
									Marking and fitting clothing vide A. F's. H. 1179. H. 1181. H. 1152 ... ..	0	3	8			
	TOTAL OF (3) ...	—	—	—	—	—	—		TOTAL OF (3) ...	1	3	8	1	3	8
	Total Receipts ... ..				62	13	3		Total Expenditure ... ..				62	19	0
	† Balance due by Accountant on this Account ... ..								† Balance due to Accountant on this Account ... ..				0	3	3
	Total ... ..				62	13	3		Total ... ..				62	13	3

\* Receipted Bills to be attached.

† See Cash Reconciliation Statement on next page.

## II.

Dr.

## CASH RECONCILIATION STATEMENT.

Cr.

	£	s.	d.		£	s.	d.
Due to Accountant (as shown above) ... ..		3	3	Due by Accountant (as shewn above) ... ..	—	—	—
Cr. balance of Stoppage Account ... ..		2	10	Cash in hand per Cash Book—			
				Bank ... ..	—	—	—
				Cash ... ..	—	6	1
				Stamps ... ..	—	—	—
Total ... ..		6	1	Total ... ..		6	1

I certify that the above Account is correct, and that I hold the amount shown as cash in hand.

Station \_\_\_\_\_

M. HAWKINS, *Captain,*  
*Commanding Squadron, Troop, Battery, or Company.*

Date \_\_\_\_\_

Statement of Receipts and Expenditure examined and passed.

Station \_\_\_\_\_

Date \_\_\_\_\_ 191 .

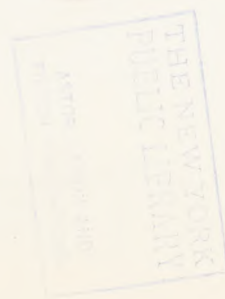
Accountant.

## RATION STATEMENT FROM COMPANY RECORDS.

Form 4.

Rations issued	No.	To be deducted	No.
Issues to men of Company, &c. ... ..	494	Deduct for men on pay, but not rationed, per Army Form P. 1949 (exclusive of men transferred during the month) ...	
Issues to men attached but not on pay. <i>Vide</i> Army Form P. 1950 ... ..			
Issues to men joining during month. Army Form P. 1950, held by Accountant... ..			
Total issues agreeing with Army Form F. 743	494	Total deductions ... ..	

M. HAWKIN, *Captain,*  
*Commanding Squadron, Troop, Battery, or Company.*



SPECIMEN.)

# CONSOLIDATED STOPPAGE ACCOUNT.

Dr.

Cr.

	AMOUNT.				AMOUNT.		
	£	s.	d.		£	s.	d.
By Bill—"Canteen" Groceries, etc., Company Mess	4	6	0	Balance Cr. Brought forward from last a/c ...		1	2
Serjeants' Mess Subscriptions (one at 9d. and two at 1s. 6d.) ...		3	9	Received from Company... ..	6	18	11½
By Bill—Serjeants' Messing (two at 6d. per day) ...	1	10	0	Received from Quartermaster (Refuse Fund) ...		5	0
„ Company Washing ... ..		14	4				
„ General Barrack Damage Charges ...		5	8½				
„ Library Subscriptions... ..		2	6				
Balance Cr. this Account ... ..		2	10				
Total ... ..	7	5	1½	Total ... ..	7	5	1½

M. HAWKINS, *Captain.*

November, 1907.



(5).—*The Cash Book and Ledger*—A.B. 69.

This book is divided into two parts as its name implies :—

(1) The Cash Book ;

(2) The Ledger.

On the following page will be found a specimen page taken from Captain Hawkins' Cash Book, made out to correspond with period shown in the specimen pages of the Pay and Mess Book.

A glance at this specimen page will explain to the reader the nature and use of this book. The bank columns which are seldom used, have been omitted from the specimen pages, they are intended for any sums paid into the bank, and cheques drawn on these sums, and the columns would correspond with the Captain's bank pass-book at the end of each month.

The balance 6s. 1d. corresponds with that shown in the Reconciliation Statement.

The Consolidated Stoppage Account, see specimen on previous page, is kept in the ledger half of this book, as also is the Contingent Account.

## RECEIPTS.

Date.	From whom.	On what account.	Cash.		
			£	s.	d.
1/11/07	Cash in hand, brought forward...	... ..		14	5
3/11/07	Paymaster ... ..	Payment of Company ... ..	62		
15/11/07	Quartermaster ... ..	Sale of Refuse ... ..		5	0
Total ... ..			62	19	5

## CAPTAIN'S CASH BOOK.

## PAYMENTS.

Date.	To whom.	On what Account.	Cash.			Receipt.
			£	s.	d.	
4/11/07	Company ... ..	Pay ... ..	10	17		Pay & Mess Book.
4/11/07	Serjt. Jones & Pte. James	Casual Payment ...	3	4		A.F. N. 1510 & Receipt attached.
9/11/07	Pte. Carr ... ..	Casual Payment ...	1	19	2	J. Carr.
11/11/07	Company ... ..	Pay ... ..	10	15		Pay & Mess Book.
11/11/07	Serjt. Jones ... ..	Casual Payment ...	1	4		A.F. N. 1510.
18/11/07	Company ... ..	Pay ... ..	10	1		Pay & Mess Book.
18/11/07	Serjt. Jones ... ..	Casual Payment ...	1	4		A.F. N. 1510.
25/11/07	Company .. ...	Pay ... ..	9	16		Pay & Mess Book.
25/11/07	Serjt. Jones ... ..	Casual Payment ..	1	3		A.F. N. 1510.
30/11/07	Canteen Manager ...	Company Grocery Bill ...	4	6	0	H. Barr.
30/11/07	President Serjts.' Mess ...	Serjeants' Messing ...	1	13	9	W. Foy, Col.-Serjt.
30/11/07	Mrs. Day . ... ..	Company Washing ...		14	4	Mrs. Day.
30/11/07	Paymaster ... ..	General Barrack Charges	5	8½		} Receipts attached } Pay & Mess Book.
30/11/07	President Regtl. Institute	Library Subscriptions ...	2	6		
30/11/07	Serjt. Master Tailor ...	Tailors' Bills ... ..	3	18	1½	D. Kirk, Serjt. Mr. Tailor.
30/11/07	Serjt. Master Shoemaker	Shoe Bills ... ..		6	1	W. Small, Serjt. Mr. Shoemaker.
30/11/07	Serjt. Master Tailor .	Fitting Allowance ...		2	6	D. Kirk, Serjt. Mr. Tailor.
30/11/07	Pte. Morgan ... ..	Marking Allowance ...		1	3	J. Morgan.
30/11/07	Self ... ..	Contingent Allowance* ...	1			M. H. Hawkins, Capt.
		Cash in hand .. ..		6	1	
		Total ... ..	62	19	5	

\*An account of the expenditure of this contingent allowance must be kept in a part of the Captain's Cash Book (A.B., 69) in the same manner as the Consolidated Stoppage Account.

The contingent allowance is used for payment of storeman, usually 10s. per month; also for stationery required by the company, money orders for men on furlough, cleaning material, and postage.

G.P.—“A.”

I



(6).—*The Pay List—A.F. N. 1505 A.*

From the data furnished by both Officers Commanding Companies and Officers Commanding Units, the Regimental Accountant is able to complete the Ledger Account of each man. This is kept in the Pay List. *The company cash payments and stoppages* will be entered up from the Pay and Mess Book and the remarks column will be posted from the Regimental Orders sent on A.F. O. 1810. From these he makes out the rates of pay, compensation, etc., due to each man. The Pay List is sent to the Officer Commanding Company who, after noting the balances, will sign the Pay List vouching thus for the correctness of the cash payments and stoppages, and will return it to the Accountant.

A complete copy of the Pay List together with the original Pay and Mess Book is kept at the Pay Office, so that if any question arises about a man's pay, it can be settled without writing to the War Office.

(7).—*Soldiers' Pay Book (Active Service)—A.B. 64.*

This little book is issued to every soldier before proceeding on active service. The great advantage of the system of payment which is brought about by means of this book, is that any soldier can at a convenient time and place, get a greater portion of any sum that is due to him, from any Officer who is able to get money from a Field Accountant to pay troops with, no matter whether the soldier belongs to this Officer's unit or not. The book contains :—

## (1) Instructions to the soldier.

These tell him :—

- (a) To produce the book when he wants a cash advance.
- (b) To give the Officer paying him, a receipt on a form which the Officer will produce, termed an *Acquittance Roll*.
- (c) To note that the Officer paying him will sign for the amount paid, on the pages set aside for cash payments (7—10).

- (2) The soldier's name, rank, regiment, date of attestation, and age on enlistment.
- (3) Rates of pay, proficiency of service pay, messing allowance or corps pay, etc., which the soldier is entitled to receive at the time the book is issued to him. All this is vouched for by the signature of the Officer Commanding the man's company.
- (4) Spaces to show any addition to, or deduction from this rate of pay, shown in (3), by reason of subsequent events, such as promotion or reduction in rank, payments made to wife at home, etc. These are entered on page 6, and signed by an officer. The amended rate is entered on page 4 and signed by the Officer Commanding the Company.
- (5) Page 7, the first of those on which the cash payments are entered shows a space at the top for specimen of the soldier's signature; it also shows the date the book was opened, the amount (if any) which the soldier was in debt *at this date*; all this is vouched for by the signature of the Officer Commanding the Company.

Cash payments extend from pages 7—10.

- (6) Shows a short form of will, with a space for the man's will.

When a soldier requires a cash advance, he presents his book to his Company Commander, if the latter is available, otherwise to any Officer who is paying troops, and asks for a sum to be paid to him.

The Officer, noting the rate at which the man is entitled to be paid, and seeing whether this rate has been amended or not since the issue of the book, looks on page 7 to see if soldier was in debt at the time of issue, then, by a small calculation, finds the amount of pay due to the soldier from the time of issue of the book to the date on which he applies for an advance, deducts any cash payments already made, and then finds the soldier's credit balance at that moment, and is able to pay him any sum less than this amount.

The man must sign for what he receives, on the Officer's acquittance roll, A.F. N. 1513. The Officer signs the payment made to the man, in his book.

An Officer who wishes to pay men on service, a thing which it is considered should not be done more often than is absolutely necessary, obtains funds from the nearest Field Accountant, and, after making payments for which he obtains the soldier's receipts on his acquittance roll, he forwards at once a copy of this roll to the Accountant paying his unit. At the same time an Officer must keep a simple account of cash received and disbursed, and render this monthly, if necessary, to his Accountant.

A.O.,  $\frac{1.66}{0.6}$ ,  $\frac{2.96}{0.7}$ .

(8).—*Army Book 70.*

This book has no other title ; it is simply a descriptive roll of the men of an Officer's Squadron, Battery or Company, and gives every possible information that could ever be required about a man, by the Officer commanding the Squadron, Battery or Company.

It includes all the information about a man's enlistment, terms of service, pay he is entitled to, certificates he obtains, medals, trade employment, musketry classification, etc., etc.

(9).—*The Soldiers' Small Book.*—A.F. B. 50.

A book, termed "The Small Book," is issued to every soldier on enlistment. This contains a number of entries, all of which are made under the superintendence of the Officer Commanding the Company to which the man belongs.

It is to the interest of the soldier to take care that this book is kept correctly up to date.

The objects for which this book is given are, to provide the soldier with useful information and to record his service in the Army.

The soldier takes the book with him on discharge ; and should a soldier lose his book, he must replace it at his own expense.

K.R., 910.

The book contains—

- (1) Soldier's full description.
- (2) Next of kin (verified January 1st each year).
- (3) Some extracts from Regulations of interest to the soldier such as :—
  - (a) Mode of complaint.
  - (b) Extracts from Army Act.
  - (c) Method of saluting.
  - (d) Officers' badges of rank.
  - (e) Points on guard and on outpost duty.
  - (f) Instructions for cleaning kit.
  - (g) Notes on cooking.
  - (h) Furlough, marriage and civil employment.
  - (i) Soldiers' wills.
  - (j) Full particulars of service.

A soldier is classified under one of the following denominations :—

C. of E.	...	Church of England.
P.	...	Presbyterian.
R.C.	...	Roman Catholic.
W....	...	Wesleyan.
B.	...	Baptist.
C.	...	Congregationalist.
J.	...	Jew.

**K.R., 911, 922.**

(10).—*Personal Clothing Disposal Book.*—A.B. 339.

When a man has any article of personal clothing to dispose of, by auction or otherwise, to men of his unit, the article with the seller's name is entered in the Personal Clothing Disposal Book, and the Officer Commanding the Company will, if he sanctions the sale, initial it. The Officer Commanding the buyer's Company, if he concurs, records the transaction in the Personal Clothing Book of the Company, and also initials the entry.

The money received for the article is credited in the seller's pay account and debited in the buyer's clothing account, or, if there is not a sufficient balance therein, to his pay account.

(11).—*Description of Horses.*—A. B. 92.

This book is only kept by Corps having horses and mules, and its title sufficiently explains its use.

## RETURNS.

(12).—*Issues on Payment.*—A. F. H. 1181.

## Dismounted Services.

This is a form on which a Company Commander indents for personal clothing and necessaries, which a man wishes to obtain on payment.

The Company Commander prepares this return at the commencement of each month.

On the left side of the first inside page, is a list of articles required by men ; then follow a number of columns with a space at the head of each, for the name, rank, and number of any man requiring any articles. The column under the man's name is divided into two parts, headed (a) number and (b) price.

(a) Is the number of articles required, of each kind.

(b) Is the price per article.

The number (a) is entered by the Company Commander, who sends the book in to the Quartermaster, who enters the price of the article (b) according to his latest price list, and returns the book at the end of the month.

The Officer Commanding the Company draws the articles from the stores and issues them to the men concerned, entering the amounts charged as debts against the men in the Pay and Mess Book ; *vide* Specimen Pay and Mess Book, Serjt. Smith, in column of remarks—A. F. H. 1181, 15s. 4d. The men themselves will sign the form to show receipt of the articles, in the place prepared for their signatures.

The "fitting" and "marking" charges are added by the Quartermaster, in the spaces allotted in the form, and the Company Commander pays these charges each month and enters them in the balance sheet of his Pay and Mess Book (see specimen, Form 3).

(13).—*Free Issues—A.F. H. 1179.*

A soldier on joining, obtains, free of charge, equipment, public clothing, personal clothing and necessaries; the necessaries (such things as socks, shirts, towels, razor, tooth brush, etc.) he has to keep up under existing conditions, at his own expense. In addition to his quarterly clothing allowance, a kit allowance of 15s. 3d. per quarter after 12 months' service, is issued to assist him in doing so.

C.R., 24.

Similar to the "Issue on Payment" return, on the left of the first inside page is a list of articles, which men can become entitled to receive at certain intervals, followed by columns, headed by spaces for men's names. The space under each man's name is divided into two parts:—

- (a) For issues in kind and number of such required.
- (b) Compensation, number of articles and price.

If the issues are required in kind (a) is filled up with the number to which the man is entitled.

If compensation is required, column (b) is filled up with the number of articles the man is entitled to, and the price is left blank; the form is sent to the Quartermaster who enters the price, or compensation due to the man for these articles, and returns the form to the Company Commander, who renders it to the Regimental Accountant towards the end of the month, so that he may enter compensation credit in his Pay List.

A new system governing the issue of personal clothing and necessaries was approved and was detailed in Army Orders of April, 1908. It stated that from the 1st April, 1909, the personal clothing and necessaries of the Regulars at home and in the Colonies would be maintained by the soldier out of an allowance credited to him in the pay list, quarterly in advance, at rates determined from time to time by the Army Council. The first year's outfit was to be supplied to recruits free, as heretofore, but no subsequent free issues will be made. The allowance was to be credited by the Paymaster in the Pay List on 1st January, 1st April, 1st July, and 1st October, termed "clothing quarter days."

C.R., 24, 25.

A recruit gets his first allowance credited to him on the 4th quarter day following his enlistment.

The kit allowance, at present issuable after 12 months' service, consists of a sum of 15s. 3d. per quarter, which is consolidated with the clothing allowance, and is shown in the last month's balances column in Form 1 of the pay and mess book, the second month of each quarter.

Soldiers now enlisting, on the fourth quarter day following their enlistment receive £1 10s. 6d. in addition to their clothing allowance. **C.R., 30.**

The clothing allowance is not drawn by soldiers in hospital a complete quarter; it is drawn, however, by soldiers undergoing detention, but not when committed to a military prison. It is not issued on active service.

**C.R., 37, 38, 186.**

*(14).—Issues of Public Clothing.—A.F. H. 1152.*

This is a form which is made out, and sent in to the Quartermaster, by the Officer Commanding a Company. Public Clothing consists of such things as full dress head-dress, great coats, leggings, etc., which remain always the property of the public; the soldier wears these articles during a prescribed period, and is then entitled to new ones, on handing over the old ones. A great coat for instance must last for five years.\* Should the soldier lose or damage any article of public clothing, he is put under stoppages of pay to make good the value of a new one, less the value of the part-worn article lost or damaged, which value is assessed according to scale; the return mentioned below is then rendered.

*(15).—Army Form P. 1954.*

This form is made out in duplicate, one copy is sent in with the Pay and Mess Book to support the charge against the man, and the remaining copy is retained by the Officer

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\* Under exceptional circumstances regarding wear of public clothing, such as on active service, at manoeuvres, etc., a board of inquiry may condemn articles before their allotted period of wear has expired, and the soldier will then obtain new articles in place of those condemned.

Commanding Company, for reference. It is a return as above explained, of any men placed under stoppages of pay, during the month, to replace (1) public clothing, (2) free kits obtained by fraudulent enlistment, etc.

(16).—*Army Form P. 1963.*

This is a return of men placed under stoppages of pay for losing, damaging or destroying, articles of equipment, or to pay for repairs to, or cleaning of, arms.

(17).—*Requisition for Cash—A.F. N. 1487.*

Usually rendered weekly, either through the unit's Adjutant or straight to the Regimental Accountant, from the Company Commander.

(18).—*Requisition for Money Order—A.F. O. 1806.*

This form and its use have already been explained.

(19).—*Monthly Return of Arms, Equipment, etc.—  
A.F. B. 293.*

This form has been fully explained in Chapter 1, Part II.

(20).—*Abstract of Public Clothing of Men Transferred.  
—A.F. H. 1150.*

This form is used by a Company Commander when returning public clothing to the Quartermaster's Stores, on such occasions as a man going to the Army Reserve or a man discharged from the Service.

#### QUESTIONS.

1. What offences (generally speaking) are entered on a man's Company Conduct Sheet?
2. How are acts of drunkenness, and admissions to hospital on account of alcoholism, entered on the Conduct Sheet?
3. Where are Conduct Sheets left when units proceed on active service?
4. Describe briefly a Captain's duties regarding the payment of his men, under the latest system.



5. When are a man's accounts closed?
6. How is the Regimental Accountant able to keep correctly up to date, the various rates of pay to which men in units in his payment are entitled?
7. Describe briefly the Pay and Mess Book.
8. How are men on furlough paid?
9. How are men attached to other Companies paid?
10. What does the term "consolidated stoppages" imply?
11. Who pays a Company's bills, and when?
12. State what you know about the present system for men obtaining personal clothing and the allowances connected with it.
13. Explain fully the term "Clothing quarter days."
14. Explain how the regulations affect the issue of the clothing allowance to men whilst—
  - (a) Undergoing detention.
  - (b) In Hospital.
  - (c) On Active Service.
15. Explain what kit allowance is, and how it is now issued to men.
16. What is the Captain's Cash Book and Ledger used for?
17. Describe briefly the system under which soldiers are paid, when on active service?
18. What is Army Book 70?
19. Describe briefly the contents of the Soldiers' Small Book.
20. What is the procedure when a man has damaged his waist-belt as regards replacement of this article?
21. How does a Captain obtain money to pay his Company

22. Who enters the prices of articles bought on payment from stores ?
  23. Explain the difference between public clothing, personal clothing and necessities, giving examples in each case.
  24. What is the use of the Personal Clothing Disposal Book ?
  25. Give a short description of the Company Messing Book and the method of keeping it.
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## PART IV.

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### CHAPTER 1.—THE SUPPLY OF AMMUNITION, FOOD, FORAGE AND STORES, IN PEACE AND IN THE FIELD.\*

#### (1).—SUPPLY OF AMMUNITION.

##### (a) *In Quarters.*

Ammunition is issued to troops on the requisition of the Commanding Officer of the unit, by the Army Ordnance Department, in the presence of an Officer.

It is kept in regimental or depot magazines, under charge of the Quartermaster or other responsible Officer, who will not entrust the key to anyone, and must make issues in person to an Officer, such as a Company Officer, who will hand him a receipt for the quantity taken on charge.

All ammunition on regimental charge is inspected by the Commanding Officer at least once per month.

In peace time, service ammunition is not to be carried in the men's pouches, ammunition pockets, or bandoliers, unless the General Officer Commanding-in-Chief considers it essential.

Guards and escorts (except for soldiers in custody) and parties detached in aid of the civil power have ammunition issued to them when going on duty. After the duty has been performed, it is collected in the presence of an Officer and returned to the magazine.

Commanding Officers are to forbid troops to use any ammunition, ball, blank or dummy, except that of Government manufacture.

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\* Though "in the field" is not laid down in the Syllabus, it is an extremely important subject, for officers to be acquainted with.

When ammunition is found defective, the date of manufacture marked on the box is noted. The General Officer Commanding-in-Chief will, if necessary, forward samples from the box to the Chief Inspector, Woolwich, who will pass his report on it to the War Office. **K.R., 1721-1729.**

*(b) In the Field.*

The supply of ammunition in the field, is as follows, taking for example a division :—

(1) Each infantry soldier has the 1908 Webb pattern equipment, which carries 150 rounds of ammunition.

The equipment has 10 pouches, each of which carries 15 rounds (3 chargers).

(2) 100 rounds per man are carried in the regimental reserve. This is carried on 8 pack mules, and in 5 small-arm ammunition carts. (What is termed the brigade ammunition reserve on the field is formed out of these ammunition carts.)

(3) 100 rounds per man are carried with the Field Artillery Brigade Ammunition Columns belonging to the division.

(4) 100 rounds per man are carried in the divisional ammunition column.

From this we see a division has ready for immediate use 450 rounds per man.

The next point is to see how all this is actually carried.

**F.S.M. Inf., pp. 44 and 45.**

The amounts are all calculated as if—

1 Company of Infantry = 100 men (roughly.)

1 Battalion „ = 1000 men (roughly.)

From (1) we have 150 on the person of the infantry soldier.

From (2) in the regimental reserve we have—

(a) 8 mules, each taking 2 boxes (1000 rounds per box) = 16,000 rounds.

- (b) 5 small arm ammunition carts, each holding 16 boxes = 80,000 rounds.

Total, 96,000 rounds, or nearly 100 rounds per man for a battalion 1000 strong.

**F.S.M. Inf., pp. 28 and 45.**

From (3) we see that 100 rounds per man is carried in the ammunition columns of the Field Artillery Brigades.

- (a) Now in each division there are three Brigades of Infantry.
- (b) Also three Brigades of Field Artillery.
- (c) Each Field Artillery Brigade has an ammunition column.
- (d) Each ammunition column has a section carrying small arm ammunition, which is allotted to supply one of the Infantry Brigades with 100 rounds a man, in addition to supplying its batteries with gun ammunition.

From (4) we see that the divisional ammunition column, which is itself fed from the advanced dépôt on the line of communication, carries 100 rounds of small arm ammunition for each man of the division.

*Organization of Ammunition Supply in the Field (Infantry).*

- (a) The pack animals are attached one to each company, and keep as near to the firing line as possible—say within 500 yards (according to ground.)

(b) Each Officer Commanding a Company details one Non-commissioned Officer and two or three Privates to act as ammunition carriers, and these men carry canvas bags holding 600 rounds. These bags, on the march, are carried eight in each of the small arm ammunition carts, and one on each pack animal detailed to carry S.A.A.

These carriers take ammunition from the pack animals to the firing line.

- (c) Of the five small arm ammunition carts per battalion, three go with the battalion itself. Of these three, two will

go as close in rear of the supports to the firing line as hostile fire will permit, one being usually in rear of each wing, and should be able to approach within 1000 yards of the firing line, and one with the local reserves of the battalion. The remaining two are taken from each battalion of the brigade, and the whole eight thus taken, formed into a brigade reserve, under an Officer, appointed by the General Officer Commanding.

(d) Thus the brigade reserve consists of eight carts, and is stationed in rear of the centre of the brigade.

When the Officer in charge of the brigade reserve, has four of his carts empty (after supplying his battalions with carts and receiving the empty ones back) he will signal back to the section of the ammunition column belonging to the Field Artillery Brigade detailed to supply his brigade with ammunition; the Artillery drivers drive up four fresh carts, unhook the teams; the Infantry drivers unhook the teams from the empty carts, transfer them to the fresh carts; the Artillery drivers hook in their teams to the empty carts, and take them back.

(e) The sections of the ammunition columns of the Field Artillery Brigades fill up from the divisional ammunition column, which is itself supplied from the advanced dépôt.

**I.T., Sec. 174.**

The following table shows clearly what has been stated :—  
Assumed strength : Company, 100 ; Battalion, 1000.

Establishment.	No. of Rounds per Rifle.	Com-mand.	Distribution.	Rounds a man.	Commander Responsible
On the Man. ...	150	Coy.	With Companies 1 Pack Animal (2,000 Rounds).	150 20	Company Com'dr.
Regtl. Reserve, Eight Mules, 16,000 Rounds, (20 Rounds per man).	20	Coy.	Regtl. Reserve. 3 S.A.A. Carts. (48,000 Rounds).	48	Serjt.- Major
5 S.A.A. Carts 80,000 Rounds. (80 Rounds per man).	80	Battn.	Brigade Reserve. 2 S.A.A. Carts. (32,000 Rounds).	32	Brigade Mounted Officer.
Field Artillery Brigade Ammu- nition Column.	100	R.A.	Divisional Reserve.	100	R.A. Officer.
* Divisional Ammunition Column.	100	R.A.	Divisional Reserve.	100	R.A. Officer.
	450			450	

As regards the ammunition for machine guns—

(a) Each Infantry Battalion has two machine guns which are carried in one G.S. limbered wagon, which holds the tripod attachment, ammunition, belts, etc.

(b) With each machine gun in the limbered wagon there are 28 belts, each containing 250 rounds = 7,000 rounds per gun.

\* Supplied from the advanced depot.

(d) There is one S.A.A. cart (16,000 rounds) per battalion for machine gun ammunition (extra to the five carts already mentioned).

This gives 8,000 rounds per gun regimental reserve.

This S.A.A. cart contains 1,000 of the 16,000 rounds packed in 4 spare machine-gun ammunition belts.

(e) The section of the ammunition column of each Field Artillery Brigade carries 10,000 rounds for each gun in the Infantry Brigade to which it supplies S.A.A.

(f) The divisional ammunition column carries 10,000 rounds for every machine gun in the division.

**F.S.M. Inf., pp. 28 and 45.**

## (2).—FOOD.

### (a) *In quarters.*

Each soldier on the effective strength is entitled to a free ration daily.

At home stations this ration consists of :—

1 lb. bread.

$\frac{3}{4}$  lb. fresh or preserved meat

At home stations, under canvas :—

1 lb. bread.

1 lb. fresh or preserved meat.

At stations abroad :—

1 lb. bread.

1 lb. fresh meat or  $\frac{3}{4}$  lb. preserved meat.

**A R., 23.**

Flour may be issued in lieu of a portion of the bread ration. The flour so issued will be equivalent in value to the bread for which it is substituted.

**A.R. 23A.**

All Officers are entitled to a free ration at stations abroad, where also wives of soldiers on the married roll get a half ration, and each child under 14 years of age gets a quarter ration.

G.P.—“A.”

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Groceries are not supplied as a public issue, but regimentally, the soldier paying for same from his messing allowance. **A.R., 24.**

The rations are supplied by the Army Service Corps direct from the Corps bakeries and abattoirs; at small stations, where no Army Service Corps are stationed contracts are made by the nearest Army Service Corps Officer with civilian contractors, who issue rations direct to the troops.

Indents for Squadrons and Companies are made out by Squadron-Quartermaster-Serjeants or Colour-Serjeants respectively and are sent in to the Quartermaster, who forwards a requisition for the whole unit, to the Army Service Corps or civilian contractor, showing the number of rations required the following day.

Men in hospital are rationed by their companies on the day of admission, afterwards they are placed on hospital rations up to and including day of discharge. They are stopped 7d. a day (hospital stoppage) through the Pay and Mess Book. Officers and soldiers admitted on account of wounds received in action, or illness contracted while on service in the field, will not be liable to any hospital stoppage. When certified to be suffering from sickness caused by military service, half the hospital stoppages may be remitted by the Brigade Commander.

If the injury was due to the performance of some military duty under circumstances beyond the soldier's control, the whole stoppage may be remitted by the Brigade Commander.

In cases where it is considered that an injury, not sustained in the actual performance of military duty, has been received under circumstances which warrant a remission of stoppages, the particulars should be reported to the War Office, through the General Officer Commanding-in-Chief, for special consideration.

**A.R., 65-67.**

*(b) In the Field.*

In the field troops are supplied with a free field ration; this varies in accordance with climate and requirements of

the expedition, the quantity and nature of the ration being fixed by the General Officer Commanding.

The field ration consists of as a rule :—

Fresh or preserved meat.  
Bread, biscuit, or flour.  
Groceries.  
Fresh or compressed vegetables.  
And sometimes lime juice, jam, and rum.  
**W.E., p. 10.**

The actual amount of the ration varies, but as a rule is about :—

$1\frac{1}{4}$  lbs. fresh or 1 lb. preserved meat.  
 $1\frac{1}{4}$  lbs. bread or 1 lb. biscuit or flour.  
 $\frac{1}{2}$  lb. fresh or 2 ozs. dried vegetables, or  $\frac{1}{4}$  lb. preserved fruit. **F.S.M. Inf., p. 47.**

$3\frac{1}{2}$  ozs. groceries { tea.  
sugar.  
salt.  
pepper.

$\frac{1}{4}$  lb. jam.  
 $\frac{1}{10}$  gill lime juice.  
 $\frac{1}{2}$  gill of rum.  
Tobacco not exceeding 2 ozs. { Issued at discretion  
of General Officer  
Commanding on  
recommendation  
of Medical Officer  
**A.R., 27.**

An emergency ration is carried on the person of every soldier in the field, usually in the haversack. It is packed in a cylindrical tin, and contains  $6\frac{1}{2}$  ozs. net; half is pemmican and half cocoa-paste. **F.S.M. Inf., p. 47.**

These preparations can be eaten in solid form or made into four pints of soup or cocoa respectively. Each ration should support a man for 36 hours, and is not to be eaten, except by order of an Officer, save in extremity.

**W.E., p. 10.**

### *Organization of the Food Supply in the Field.*

The movable supplies consist of—

- (1) Ration carried on the soldier.
- (2) Rations carried in Regimental Transport.

(3) Those carried in the Transport and Supply Columns.

(4) Those carried in the Transport and Supply Parks.

The rations carried in each of these lines are as under :—

- |   |         |  |
|---|---------|--|
| (1) On the man ...  | ...     | { The unexpended portion of the field ration previously issued and one emergency ration.   |
| (2) Regimental Transport (per man)...                           | ...     | { One bread and meat ration, two grocery rations, one jam, lime juice and rum ration.  |
| (3) Transport and Supply column to replace issues (per man) ... | ...     | { One bread and meat ration, one grocery ration, one jam, lime juice and rum ration, one vegetable ration, one emergency ration. |
| (4) In Transport and Supply Park                                | and ... | { Three days' rations complete for every man in the division (emergency ration excepted).  |

The Transport and Supply Parks are supplied from the supply depôts, at the base, on the lines of communication, and at the advanced depôt.

**F.S.M. Inf., p. 47.**

(3).—FORAGE.

(a) *In quarters.*

Forage, like food, is issued by the Army Service Corps direct, or by civilian contractors, in accordance with contracts made by the Army Service Corps.

The Officer Commanding is responsible for the maintenance and quality of the reserve stock of forage.

Forage is issued at prescribed hours between 7 a.m. and 3 p.m.

**K.R., 1241, 1242.**

The daily ration for each horse, mule, or cob in the United Kingdom is—

	In Quarters.			In Camp or other circumstances considered by G.O.C. equivalent to camp.	
	Oats.	Hay.	Straw.	Oats.	Hay.
	lbs.	lbs.	lbs.	lbs.	lbs.
Horses (draught) of heavy brigades } Royal Garrison } Artillery ... .. }	13	16	8	15	16
All officers' chargers and other horses, of 15 hands $\frac{1}{2}$ inch ...	10	12	8	12	12
Mules of 15 hands and upwards employed on heavy draught work ...	8	12	8	10	12
Cobs, under 15 hands	5	10	13	6	12
Small mules ... ..					

**A.R., 158.**

*(b) In the Field.*

As a rule hay is found in most countries. Therefore, a corn ration only, which consists of 12 lbs. of oats, is carried as follows :—

On the Horse—One ration (less the expended portion of the previous day's issue).

On the Regimental Transport—One ration.

On Transport and Supply Column, to replace issues—One ration.

On Transport and Supply Park—Three rations.

Total—Six rations (less any portion consumed of ration carried on horse) for each horse in a division.

**F.S.M. Inf., p 49.**

G.P.—“A.”

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## (4).—STORES.

(a) *Equipment.*

Equipment comprises accoutrements, intrenching tools, camp equipment (which includes tents), transport vehicles, harness, saddlery, and signalling apparatus.

These articles are all obtained direct from the Army Ordnance Department, both in quarters and in the field.

(b) *Barrack Furniture.*

All Barrack furniture will be inspected once a month by the Officer Commanding troops occupying a barrack—or an Officer deputed by him, usually the Quartermaster, and any deficiencies or damages will be replaced by the Officer in charge of barracks. When there are deficiencies care must be taken, if possible, to charge the actual man who lost the articles.

K.R., 984, 985.

## QUESTIONS.

1. From where does a Company Commander obtain ammunition for his Company to perform the annual course of musketry?
2. Give a brief description of the supply of ammunition to troops in the field.
3. What is the difference between the Brigade Reserve of small arm ammunition and the Brigade Ammunition Column?
4. How many rounds per machine gun are carried in a division, and how are they carried?
5. What is the nature of a free ration at home?
6. Who is entitled to free rations abroad?
7. How are men in hospital rationed?
8. What is a field ration?
9. Describe fully an emergency ration.
10. What is a horse's ration in quarters?
11. What horse rations are carried in the field, and how are they carried?
12. Of what does regimental equipment consist?

## CHAPTER 2.—MOVEMENT OF TROOPS BY LAND AND SEA.

### (A).—BY LAND.

The movement of troops in the United Kingdom is made—

1. By march route ;
2. By rail.

March route is usually employed for mounted units when the distance is not too great to be traversed in six marches, otherwise rail conveyance will be employed.

Movements of dismounted troops, will, when the distance is too great for a single march, be effected by rail.

**K.R., 1384, 1385.**

#### (a) *General points.*

All armed parties of 20 men and more, must be accompanied by an Officer. Mounted detachments of 50 men and upwards when proceeding by march route will be attended by a Farrier or qualified Shoeing-Smith. A Medical Officer will accompany parties of 200 and upwards when proceeding by march route.

**K.R., 1387, 1388.**

All movements of troops take place under authority of a route which is also the authority of the police to provide billets when required.

Routes are not required for the journeys of Officers or Warrant Officers travelling without troops.

**K.R., 1333.**

Routes are of five descriptions, viz.—

NAME.	ISSUED BY.	PURPORT.
(1) General (or Headquarters) routes.	Quartermaster-General.	(a) Movements of regular units from one command to another in the United Kingdom. (b) For troops or individuals proceeding to ports of embarkation in Great Britain for service abroad.
(2) District routes.	General Officers Commanding-in-chief or Officers deputed by them.	All movements within their commands, such as parties of recruits from depots to units, parties to and from musketry, etc.
(3) Regimental routes (not available for billeting)	Officers Commanding units.	Parties of not more than 10, who do not require billets.
(4) Deserters' route.	Officers Commanding units.	Escorts to fetch deserters.
(5) Recruiting service routes.	Officers Commanding Districts and Recruiting Staff Officers.	For recruiting.

K.R., 1398—1407.

Travelling warrants to prevent necessity of cash payments are issued for all military passengers travelling on duty. They are retained by railway or steamship companies as vouchers for repayment by the War Office. K.R., 1408.

The following Army books are now used for warrants :—

A.B. 205.—By Officers and Officers' families, when entitled to travel at the public expense, when travelling on military

duty without troops, in the United Kingdom and the Channel Islands.

A.B. 206.—By Officers travelling with troops, and by Warrant Officers, Non commissioned Officers and men, for railway journeys in the United Kingdom and the Channel Islands, except between two Irish Stations.

A.B. 73 is used by Officers travelling with troops, warrant officers, non-commissioned officers and men, for journeys in Ireland.

A.B. 74 is used by Officers travelling with troops, warrant officers, non-commissioned officers and men, for sea journeys in the United Kingdom and the Channel Islands.

**K.R., 1409**

In the following cases warrants may be used, although routes have not been issued :—

- (a) For Officers and others using A.B. 205 ;
- (b) Men on discharge ;
- (c) Men on transfer to reserve ;
- (d) In cases of urgency, no time for routes available, (but route must still be applied for and circumstances stated).
- (e) For women and children not on the married establishment when moved consequent upon the movement of troops.

**K.R., 1411.**

A General Officer Commanding-in-Chief may delegate to Officers named by him, the power of ordering journeys for certain purposes.

**K.R., 1382.**

*(b) Points Special to Movements by Road.*

When troops move by march route, the hour at which they start will depend on the object in view ; but climate, season and distance, must all be taken into consideration.

As a rule, the march should not commence before day-break, and the men should have had breakfast before starting; the halting place for the night should be reached two hours before sunset.



Marching on one road, the fighting portion of a division with first line transport would occupy  $10\frac{3}{4}$  miles of road space; the transport and supply columns with second line transport another  $1\frac{3}{4}$  miles; making  $12\frac{1}{2}$  miles in all. This does not include Transport and Supply Park nor Divisional Ammunition Column.

With good roads and weather an Infantry Brigade should average about 3 miles an hour; Cavalry and Artillery, independent of Infantry should average about 5 miles an hour, wheeled transport  $2\frac{1}{2}$  miles an hour. These rates decrease as the numbers increase, thus a division would move about  $2\frac{1}{2}$  miles an hour, and in bad weather about two miles an hour. **F.S.P.B., pp. 28, 31.**

The average day's march for a division is 12 to 15 miles; 15 to 20 miles is a long march.

The first points to attend to on arrival at camp, or at the area near where the troops are to be billeted, are:—

With mounted troops—

- (1) To look to the horses.
- (2) To relieve them of their loads.

With dismounted troops—

- (1) To relieve them of equipment and kit

With all troops—

- (1) Guards should be mounted.
- (2) Police posts established.
- (3) Water, fuel and forage parties detailed.
- (4) Arrangements of camp or billets should be explained to the men.
- (5) Situation of watering places for men and horses, etc.
- (6) Position of kitchens, latrines, and refuse pits.
- (7) The boundaries beyond which they are not allowed to go, pointed out. **C.T., 40 (2).**

When troops are billeted, the Officer who draws the billets will arrange that the men of each section or company are kept together, and that their officers are quartered near

to them. A point of assembly for each unit is selected and made known to the troops. **K.R., 1416.**

*(c) Points special to Movements by Rail.*

When a party is proceeding on duty or furlough, the Officer in command will send notice to the railway company if the party exceeds six.

If the number exceeds 50, or whenever horses are being moved, the notice will be accompanied by a statement showing details of numbers of Officers, men, families, horses, guns, etc., to proceed. **K.R., 1393.**

The railway companies provide special trains, without extra charge, for parties of 150 men and upwards. When 40 or more horses are to be moved, special trains at ordinary military rates should be applied for. **K.R., 1423.**

The compartments of a carriage, which are intended for 10 ordinary passengers, are, as a rule, given to 8 soldiers with their arms, accoutrements and kits. **K.R., 1433.**

Horse boxes will take 3 horses in each box, and cattle-trucks 6 to 9 troop horses. **K.R., 1438.**

A carriage truck will take two pairs of wheels, such as a gun and limber, or a four-wheeled wagon. **K.R., 1442.**

When the number of troops proceeding is considerable, the arrangements for entrainment should be made beforehand. An advanced party is sent to the railway station to allot carriages and trucks to the various sub-units, and to make detailed arrangements. **K.R., 1427.**

The approximate number of trains required for the following units at war strength is as under:—

	Trains.
1 Infantry Battalion ... ..	2
1 Cavalry Squadron ... ..	1
1 Battery Royal Field Artillery (18-pounder)...	2
1 Ammunition Column, Royal Field Artillery (18-pounder) ... ..	4
1 Battery, Royal Horse Artillery (13-pounder)	2
1 Ammunition Column, Royal Horse Artillery	3
1 Battery, Royal Field Artillery (Howitzer) ...	2

	Trains.
1 Ammunition Column, Royal Field Artillery (Howitzer) ... ..	2
1 Heavy Battery and Ammunition Column ...	2
1 Field Company, Royal Engineers ...	1
1 Divisional Transport and Supply Column ...	4
1       "       "       "       "       Park ...	5 $\frac{1}{4}$ *
1 Field Ambulance ... ..	1

**F.S.P.B., pp. 74-76.**

The maximum time required in ordinary circumstances for the different arms at war strength to entrain with their transport, may be gathered from the following:—

- $\frac{1}{2}$  Battalion of Infantry, with transport, 40 to 45 minutes (1 train).
- 1 Squadron of Cavalry, with transport, 45 to 60 minutes (1 train).
- $\frac{1}{2}$  Battery Royal Field Artillery, with transport, 1 hour (1 train).

Average speed of troop trains 15 to 20 miles an hour.

**F.S.P.B. p. 73; K.R., 1432.**

#### *Points to observe on Entrainment.*

1. Horses should usually be entrained with saddlery and harness on, except when the journey exceeds six hours.
2. Put ashes and sand on floor to prevent horses slipping about.
3. Entrain quiet horses first.
4. Do not put in different trains, horses and men who are to ride them. **F.S.P.B., p. 73.**
5. The entrainment to take place by word of command, and to be finished five minutes before time of departure.
6. Previous to entrainment, men with kit-bags, etc., will be told off by sections corresponding with the capacity of the compartments.
7. Men to stow away cloaks, kit-bags, etc. Arms will be retained or placed in the racks.

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\* Not including the engines and trucks, which require 3 trains with 14 special trucks

8. "Fall in" to sound when train is ready to go. Silence must be maintained until the train moves off.

9. No man to leave a compartment without permission, unless ordered by Officer or railway official.

10. On pulling up at a station, Officers will get out and go to the carriages of which they are in charge. Sentries will be posted where necessary. The "dismiss" being sounded, those who wish may get out, leaving arms in the carriages. The "fall-in" sounding, all will return to train.  
**K.R., 1433-1454.**

(B).—BY SEA.

Arrangements for embarkation or disembarkation of troops, are made by the Director of Movements and Quarterings in the Quartermaster-General's branch at the War Office, and are carried out under superintendence of the General Officer Commanding the command in which the port is situated.  
**K.R., 1489.**

Every soldier, woman, and child, is examined by the Medical Officer, on the day of departure from the station, and anyone showing symptoms of disease is detained.  
**K.R., 1502.**

Officers and soldiers embarking should take with them to the docks, the order showing they are travelling on duty. They are exempt from dues, and their baggage from dock tolls or duties.  
**K.R., 1508.**

Ships employed for conveyance of troops may be classified as—

1. Transports—Ships wholly engaged for the Government service.
2. Troop freight-ships—Ships in which conveyance is engaged for troops, but which are not entirely at the disposal of the Government. **K.R., 1491.**

Ships engaged for conveyance of troops, are inspected by a Board of Naval and Military Officers prior to embarkation, and again after the troops are on board, at the last port of embarkation when there is more than one, in order to see that proper arrangements have been made for the comfort of the men.  
**K.R., 1478-1481.**

Baggage should not be packed so as to measure more than 5 cubic feet to the cwt., and no article measuring more than 30 cubic feet or exceeding 6 cwt., will be accepted for shipment.

Each article should have the owner's name, rank, and corps painted on top, with nature of contents.

Explosives and combustible materials are to be excluded from any package. Methyated spirit, matches and fuzees are strictly prohibited. **K.R., 1526-1529.**

All ammunition is to be handed over on deck to a ship's officer and will be placed in the magazine. **K.R., 1525.**

Articles for cabin are not to exceed 3ft. x 2ft. and 1ft. 2in. in depth; these should be labelled "Cabin," and heavy baggage should be labelled "Baggage Room."

**K.R., 1530, 1531.**

When a unit is to embark, the Commanding Officer will detail a senior Officer to command the baggage party; Officers, Non-commissioned Officers to act for the Adjutant, Quartermaster, Serjeant-Major and Quartermaster-Serjeant, should be detailed to proceed with the party. **K.R., 1551.**

There should be detailed a ship's staff on board, including an Adjutant, a Medical Officer in charge, a Baggage Officer, a Quartermaster, a Serjeant-Major, and, in the case of Indian transports, one Acting Orderly-room Serjeant, and three troop deck Serjeants; these are often detailed from the War Office, and arrive on the day previous to the troops

**K.R., 1553.**

A guard from the advanced party will be detailed to receive all soldiers under detention. **K.R., 1555.**

All Officers ordered to embark in transports, whether detailed for duty on board or not, are to report themselves, in uniform, to the Officer Commanding on board; they will also sign the arrival book. **K.R., 1557.**

When troops arrive, they are told off in messes, and taken below to these messes to stow away their arms and kits.

Officers are responsible that their men are allotted to berths, instructed in rolling bedding and slinging hammocks.

If there is an armoury on board, an Officer will be placed in charge ; he will see all arms stowed away, issue them out when necessary, and hold the key. When no armoury exists, arms will be placed in racks, and a Non-commissioned Officer and two Privates from each company or detail will be appointed to take charge. **K.R., 1563.**

The places where troops fall in for parade will be settled as soon as possible after embarkation, by the Commanding Officer, in conjunction with the Captain of the ship.

**K.R., 1569.**

A guard of sufficient Non-commissioned Officers and men is detailed daily to provide the necessary sentries, the number of posts being settled by the Commanding Officer and Captain of the ship. This guard is divided into three reliefs, four hours on and eight hours off duty ; a boat party is detailed to clear away boats when necessary.

The troops are exercised in fire and collision stations, either before or immediately after sailing. **K.R., 1570.**

When there is a Naval Transport Officer on board, he is the medium of communication between the Commanding Officer and the Captain of the ship. **K.R., 1575.**

Officers will wear uniform, and those on duty belts or sashes, and will report on completing their tour of duty as to its proper performance. **K.R., 1579.**

When there are more than two Captains on board besides the Commanding Officer, a Captain of the Day will be appointed.

There will also be appointed, an Officer of the Day and a Military Officer of the Guard (both Subalterns), who will report all unusual occurrences to the Captain of the Day for the information of the Commanding Officer. **K.R., 1581.**

The *Officer of the Day* will—

- (1) Be referred to in all matters not requiring the intervention of the Commanding Officer.
- (2) Give assistance to the Officers of the ship.
- (3) See all hammocks taken down and stowed at 6 a.m.

- (4) See troop decks swept before and after each meal.
- (5) See troop decks and women's quarters clean at regulated times.
- (6) Report to Commanding Officer and accompany him when he inspects the decks.
- (7) Cause police to be posted after decks are clean, with orders not to allow women and children below before 11 a.m.
- (8) See men are present at meals.
- (9) See lights out at 9 p.m. and report to Commanding Officer. **K.R., 1586.**

*The Military Officer of the Guard—*

- (1) Will remain on deck unless on duty elsewhere.
- (2) When his men are called he will attend with them.
- (3) Will inform ship's captain when soldiers in custody or lunatics are on deck for exercise, and when back in the guard room.
- (4) Will visit sentries hourly by day and night, and see that they are alert, and no smoking, or lights in prohibited places.
- (5) Will cause a Non-commissioned Officer to visit the sentries every half-hour. **K.R., 1587.**

Each sentry will be furnished with written orders.

**K.R., 1591.**

The regular morning parade will be at 10 a.m. ; every man will be present.

The following *ship's signals* are in general use :—

- (a) For fire—bell rung violently, strokes in quick succession.
- (b) For collision—bell rung quickly, followed by several short blasts on siren or whistle.
- (c) For man overboard—steam whistle sounded, several short blasts in quick succession.

**K.R., 1607, 1608 ; A.O., 127.**

At these signals, all buglers will sound the necessary calls. At the cry of "man overboard," the bugler on duty will, if ordered by the officer of the watch, at once sound the "Alarm."

## QUESTIONS.

1. What is a route? How many descriptions of routes are there, and for what purpose is each one used?
  2. For what purposes are Army Books 205 and 206 used?
  3. What are the chief points to be attended to when troops arrive at their camping ground or in their billeting area?
  4. Regarding your own unit of the service, how many trains are required to move it by rail, and how long will be taken in entraining?
  5. What are the chief points to be observed when troops are entraining?
  6. How are ships conveying troops, classified?
  7. Of what does a ship's staff consist, as regards the troops on board?
  8. What are the chief points to be noted when troops arrive and embark on a ship?
  9. What are the duties of the Officer of the Day on board ship?
  10. What are the duties of the Military Officer of the Guard?
  11. What is the ship's signal for fire? and what action is taken by the troops on its sounding?
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### CHAPTER 3.—DETAIL OF CARRYING ARMS, AMMUNITION AND EQUIPMENT.

#### 1.—CAVALRY AND MOUNTED SERVICES.

##### (a) *Arms.*

The arms carried by the Cavalry and Mounted Services include the following:—

*Short rifle*, with sling and bucket, for all ranks not armed with revolver.

*Revolver*, with lanyard and case, for Warrant Officers, Staff-Serjeants and Serjeants.

*Sword and Scabbard*, with sword-knot and frog for all ranks.

*The lance* will form part of the field equipment of Lancer Regiments, when specially ordered. Lance flags will not be carried.

##### (b) *How carried mounted.\**

*The Short Rifle* rests in a bucket attached to the saddle on the off side of the horse.

*Revolver*, in case attached to brown leather waist-belt, with pouch for ammunition.

*Sword* attached to saddle in a frog, edge to rear on the near side of the horse. In review order a buff sword-belt is worn, and the sword is attached to it by slings when dismounted.

**K.R., 1713 ; F.S.M., Cav., p. 18 and 19.**

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\* On dismounted duties men will carry such arms as may be ordered.

**(c) Ammunition.**

One hundred rounds of service ammunition are carried on active service by each soldier—90 are carried in the bandolier and 10 in the haversack or pockets of the khaki frock. The bandolier is worn over the left shoulder.

**F.S.M. Cav., p. 17.**

**(d) Equipment.**

The personal equipment of the soldier includes in reality, arms, ammunition, and accoutrements provided for his personal use. Arms and ammunition have been dealt with above. *Accoutrements* include belts, pouches, bandoliers, slings, mess tins, haversacks, water bottles, field glasses, whistles and other articles carried outside the clothing.

**Mob. Reg, 14.**

The cloak, which is an article of public clothing, and therefore cannot be included in the above, though in reality it is an important item in a soldier's dress, etc., is carried as follows :—

- (a) When mounted, rolled 26 inches long and fixed by straps to the front part of the saddle.
- (b) When carried on dismounted parades and duties, guards, etc., will be worn *en banderole* over the left shoulder.
- (c) When the men parade in cloaks, Officers will also wear them.
- (d) The equipment is placed over the cloak when worn ; in mounted services this only refers to the bandolier.

**F.S.M. Cav., p 17 ; K.R., 1700.**

*The Haversack* will be carried at left side, strap over right shoulder (except by men of the Royal Horse Artillery, Royal Field Artillery, and mounted men of the Royal Engineers and Army Service Corps, who wear it over the left shoulder).

**K R, 1718.**

*Pouch-belts* which are worn in review order, etc., will be worn over the left shoulder.

**K.R., 1713**

*Whistles* will be carried by Officers on mounted duty.

**K.R., 1707.**

The following articles of equipment are carried by Cavalry and Mounted Services on field service *on the horse* (officers):—

*Cloak*, rolled 26 inches long behind the saddle.

*Head-rope* round horse's neck, with coil under throat from lower ring of head stall.

*Mess-tin* fastened by off baggage strap to off side of saddle.

*Nosebag*, when empty on off shoe-case, fastened to baggage strap; when oats are carried, it is fastened to back arch of saddle.

*Heel-rope*, when carried, folded flat and placed between cantle of saddle and cloak.

*Picketing-pegs* under the strap of the cloak.

*Field glasses* on the off side of the saddle.

*Shoe-cases* one on each side of the saddle.

*Sword* on the near shoe case, edge to rear.

Horse brush, wire cutters, emergency ration, heel rope, picketing rope, horse rubber, 2 wallets.

*Saddle blankets* (a) Officers' in transport vehicles.

(b) Other ranks' under the saddle.

**F.S.M., Cav., pp. 13—16.**

## 2.—INFANTRY AND DISMOUNTED SERVICES.

### (a) *Arms.*

*Sword* for Officers both in peace time and on service; Warrant Officers, and Staff-Serjeants in peace time only.

*Short rifle with sling*, carried by all ranks except Officers, Warrant Officers and Staff-Serjeants, but Warrant Officers and Staff-Serjeants carry the short rifle on field service, instead of the sword.

*Sword-bayonet* with scabbard and frog are not carried by Officers, Warrant Officers, and Staff-Serjeants.

In war, drummers and buglers of infantry will not carry rifles, sidearms, or ammunition.

In peace they will not carry rifles or ammunition, but will carry sidearms when in review, marching, and drill order.

**A.O., 1891.**

*Revolver*, with lanyard and case, for Officers on service.

*(b) How carried.*

*Sword* (1) *In peace time*.—Attached to frog of Sam Browne belt in drill order, etc. In review order and undress, the sword is attached to the slings of the web-belt, which is worn under the tunic in review order, and under the sash (over frock coat) in undress.

**K.R., 1707, 1713 ; F.S.M., Inf., pp. 12-19.**

Mounted Officers of Infantry, etc., wear the sword the same as Officers in the mounted branches.

*Revolver* is attached to the Sam Browne belt, in case at the right side.

*Sword-bayonet* is worn on waist-belt at the left side.

*(c) Ammunition.*

Fully explained in previous chapter. Warrant Officers and Staff-Serjeants have two 15-round pockets on their waist-belts.

**F.S.M. Inf., p 14.**

*(d) Equipment.*

*Great-coats* are worn by Officers on duty when the men parade in them.

Officers carry them rolled attached to a web sling both in peace time and in the field.

The great-coat is carried by men inside the pack. The pack also holds a comforter, a holdall (with shaving and tooth brushes, comb, razor, laces and soap), a housewife, pay-book, A.B. 64 and a towel.

**K R., 1700 ; F.S.M., Inf., pp. 12-19.**

*The entrenching implement* is worn by N.C. officers and men, and carried in two parts, the handle being attached to the bayonet scabbard, and the steel portion being held in a carrier, slung on the belt and worn over the right thigh.

*Haversack* only worn in marching order and on service, unless specially ordered. Strap over right shoulder, sling under waist-belt, haversack hanging outside side-arm, top in line with top of bayonet-scabard.

*Water-bottle*, when carried, is under right arm, strap over left shoulder, top of bottle on level with top of waist-belt, back strap passed under belt.

**K.R., 1718.**

*Field Glasses* by dismounted Officers, strap over right shoulder, or runners passed through Sam Browne belt, worn at left side.

On service the soldier carries in his haversack the following articles :—

Emergency ration, knife, fork, spoon, and unused portion of rations left over from last issue

**F.S.M., Inf. p. 12—19.**

#### QUESTIONS.

1. How are the rifle and sword respectively carried by a mounted man?
2. How does a cavalryman carry his ammunition on service?
3. How is the cloak carried by a cavalryman—
  - (a) On active service?
  - (b) On guard in peace time?
4. Enumerate briefly the various articles carried on the horse on service, and state in what manner these are carried?
5. How does an infantryman carry his ammunition on service?
6. How is the equipment worn in the Infantry, when the great-coat is ordered to be worn?
7. How does a soldier carry his haversack, and what should it contain on service?
8. What arms and equipment are carried by an Infantry Officer on service?







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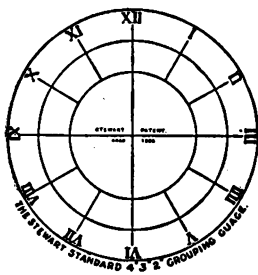
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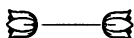
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